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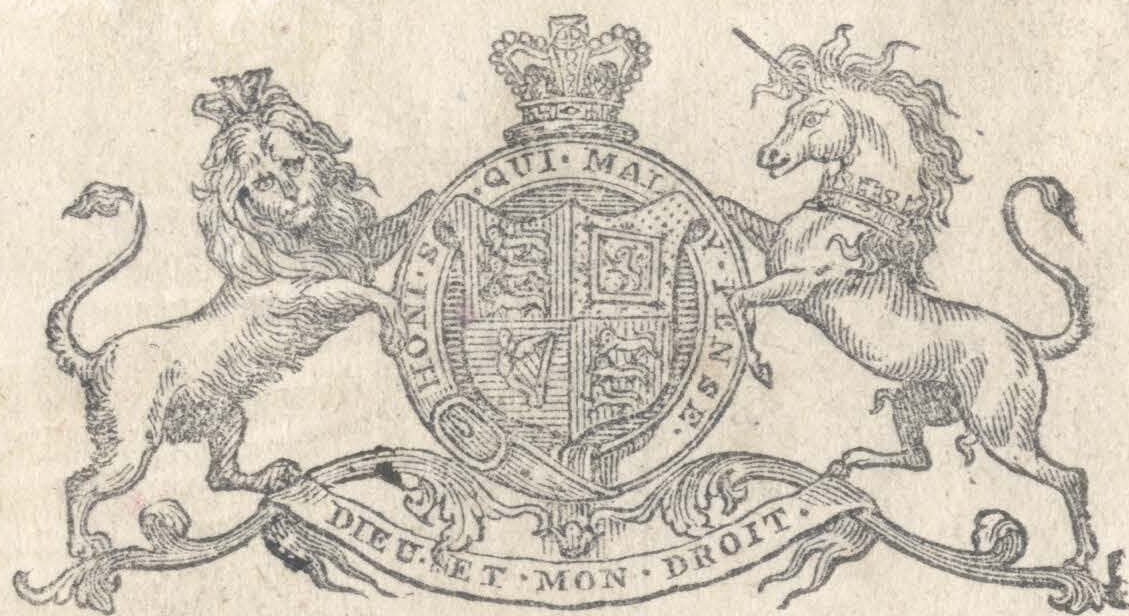


RÉGIMENTAL  
STANDING ORDERS,

FOR THE GUIDANCE OF THE  
ROYAL NEWFOUNDLAND COMPANIES,

BY  
LIEUT.-COL. ROBERT LAW, K. H.  
COMMANDING.

ST. JOHN'S, NEWFOUNDLAND, 1ST JUNE, 1849.



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ST. JOHN'S, NEWFOUNDLAND:  
HENRY WINTON.

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MDCCCL.







## PREFACE.

THE Commanding-officer, [being sensible of the advantage to be derived from a code of Standing Orders, to which Officers and non-commissioned Officers can refer, on matters connected with the discharge of their Regimental duties, the following Instructions, founded on the “Queen’s Regulations and Orders for the Army,” as also on Regimental Orders heretofore issued, and applicable to this stationary corps, together with annexed Forms of all Reports and Returns required from Officers and non-commissioned Officers, and from which no deviation can be permitted, are promulgated for their information and guidance hereafter.







# INDEX.

|   | <i>Page.</i> |
|---|--------------|
| Adjutant .....                                    | 19           |
| Acting Pay-master.....                            | 21           |
| Acting Quarter-master .....                       | 24           |
| Assistant Surgeon .....                           | 26           |
| Acting Staff Serjeants.....                       | 18           |
| Acting Drum Major .....                           | 40           |
| Alarm of Fire in Barracks.....                    | 41           |
| Ditto in Town or neighbourhood.....               | 41           |
| Ditto of Riot .....                               | 41           |
| Armourer Serjeant.....                            | 33           |
| Arrangement of Barrack Rooms .....                | 42           |
| Acquittance Roll.....                             | 61           |
| Ditto ditto, of Harbour Grace .....               | 70           |
| Articles lost or found, <i>vide</i> par. 11 ..... | 51           |
| <br>  |              |
| Band Master .....                                 | 39           |
| Band .....  | 40           |
| Ball Practice .....                               | 42           |
| Barrack Cots .....                                | 42           |
| Batmen to Officers .....                          | 54           |
| <br>  |              |
| Captains of Companies .....                       | 8            |
| Captain of the week .....                         | 27           |
| Companies' Cooks and Cook-houses.....             | 42           |
| Companies' Orderly Serjeant.....                  | 37           |
| Ditto Orderly Corporal.....                       | 38           |
| Colour and Pay Serjeant .....                     | 35           |
| Children attending School.....                    | 35           |
| Cells.....  | 43           |



#### IV.

|   | <i>Page.</i> |
|---|--------------|
| Chimnies .....                                      | 43           |
| Cricket, <i>vide</i> par. 18 .....                  | 13           |
| Credit, crying down of, <i>vide</i> par. 6 .....    | 18           |
| <br>  |              |
| Dinner Carriers .....                               | 44           |
| Dress throughout the year .....                     | 43           |
| Drill Serjeant .....                                | 36           |
| Drawing Rations .....                               | 44           |
| Defaulter Books .....                               | 44           |
| Drummers .....                                      | 40           |
| <br>  |              |
| Effects of deceased Soldiers, &c. ....              | 44           |
| Engines, Fire .....                                 | 45           |
| Exercise, Field .....                               | 45           |
| <br>  |              |
| Fatigue Parties .....                               | 45           |
| Foot-ball, <i>vide</i> par. 18 .....                | 13           |
| Funerals .....                                      | 45           |
| Fatigues, Snow .....                                | 55           |
| <br>  |              |
| Garrison Chaplain, Acting .....                     | 46           |
| Gardens, Government .....                           | 46           |
| Guards, Main and Regimental .....                   | 47           |
| <br>  |              |
| Hand-ball, <i>vide</i> par. 18 .....                | 13           |
| Hospital Serjeant .....                             | 33           |
| Ditto Servants, <i>vide</i> Hospital Serjeant ..... | 33           |
| Hard Labour .....                                   | 46           |
| Hair-cutting .....                                  | 46           |



|  | <i>Page.</i> |
|--|--------------|
| Library, Regimental .....                    | 53           |
| Linen, Clean .....                           | 47           |
| Master Tailor and Master Shoemaker.....      | 39           |
| Married Men .....                            | 47           |
| Meals, Hours for .....                       | 47           |
| Monthly Board of Officers.....               | 29           |
| Medals—best Shots .....                      | 49           |
| Non-commissioned Officers generally .....    | 49           |
| Ditto ditto, Staff Parades of.....           | 19           |
| Officer in temporary command .....           | 7            |
| Officers generally .....                     | 13           |
| Ditto in Command of Companies.....           | 8            |
| Ditto commanding Parties or Detachments..... | 17           |
| Ditto Mess and Committee .....               | 29           |
| Ditto Kitchens .....                         | 50           |
| Orderly-room Serjeant .....                  | 33           |
| Parades, Morning and Evening.....            | 48           |
| Private Soldiers .....                       | 50           |
| Pay-master Serjeant .....                    | 32           |
| Pioneer Corporal .....                       | 38           |
| Pioneers .....                               | 52           |
| Precautions against Fire.....                | 52           |
| Picquet, Regimental .....                    | 52           |
| Ditto Companies' .....                       | 52           |
| Passes generally .....                       | 53           |
| Police Serjeant's Report.....                | 50           |



|   | <i>Page.</i> |
|---|--------------|
| Quarter-master Serjeant .....                                   | 31           |
| Quoits, <i>vide</i> par. 18 .....                               | 13           |
| Regimental Orderly Serjeant .....                               | 37           |
| Regimental Provost Serjeant .....                               | 39           |
| Room, Orderly, par. 10 .....                                    | 11           |
| Respect to Clergymen, Officers, & Civil Authorities, par. 18 .. | 51           |
| Surgeon .....   | 25           |
| Subaltern of Regimental day .....                               | 28           |
| Serjeant-major .....  | 30           |
| Schoolmaster and Mistress .....                                 | 34           |
| Sick Orderly Corporal .....                                     | 38           |
| Servants to Officers .....                                      | 54           |
| Snow Drifts .....   | 55           |
| Spirits not to be introduced .....                              | 55           |
| Sentries .....  | 55           |
| Skittles, <i>vide</i> par. 18 .....                             | 13           |
| Squad Books, contents of .....                                  | 57           |
| Shoemaker's charges for work done .....                         | 73           |
| Sick Report, <i>vide</i> Sick Orderly Corporal .....            | 38           |
| Tattoo .....  | 56           |
| Trafficking .....   | 56           |
| Tailor's prices for work done .....                             | 73           |
| Ventilation .....   | 56           |
| Women, Married .....  | 56           |
| Washing Men's Linen, <i>vide</i> par. 16 .....                  | 13           |



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REGIMENTAL

# STANDING ORDERS.

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## OFFICER IN THE TEMPORARY COMMAND.

1.—In the absence of the Lieut.-Colonel, or Major commanding on leave, on duty, or from illness, the command devolves *ad-interim* on the next senior Officer present, not under the rank of Captain, who will be careful to guide himself by the “Queen’s Regulations and Orders for the Army” and the several rules and orders in force, and from time to time promulgated by authority, for the maintenance of good order and discipline, and will cause them to be strictly enforced. He will issue such orders, respecting the interior economy and discipline of the corps, as may appear to him to be necessary, but in strict accordance with the usage of Her Majesty’s Service and spirit of these instructions, which are on no account to be annulled or altered, without the approbation of the permanent Commanding-officer, or other superior authority, nor will the officer in the temporary command issue any *standing* orders whatever.

2.—He will not permit either Officers, non-commissioned Officers, or Private Soldiers to deviate from them, and will see that the former classes are respectively provided with the several books pointed out in the Queen’s Regulations, and the two former are in possession of a copy of these orders.



3.—He must at all times have the corps, as respects its arms, accoutrements, great coats, clothing, regimental necessaries, stores, and equipment, books, and accounts, of whatever nature or description, in such a state of efficiency and preparation as to be ready for inspection by a superior Officer, or to move or embark by detachments or otherwise, in case of emergency, at the shortest notice ; and that so far as in him lays, neither claims nor complaints of any description remain unredressed or unsettled.

4.—The number of married people allowed for this corps being 12 per Company, or 36 in the whole, neither the Commanding nor any other Officer has the power to exceed it ; when that number falls short the claim of a well-conducted non-commissioned Officer or soldier to that indulgence will be considered, reference being had to his claim therefor, as also to the character and respectability of the woman.

## CAPTAINS OR OFFICERS COMMANDING COMPANIES.

1.—The interior appearance and discipline of a Company greatly depends on the zeal and example of the Captain or Officer commanding it, to whom the Junior Officers, non-commissioned Officers and soldiers belonging to it must look up, and his attention will be invariably directed not only to the Rules and Regulations of the Service, but to these orders, to carry them out and enforce obedience and discipline. He is answerable to the commanding-officer for the state of his Company, as the latter is to higher authority for that of the corps at large,—that the chain of responsibility within the former, from himself down, is in no way deranged whether by the inattention, neglect, or inability of those under his immediate command ; he will be strict but impartial in his awards of minor punishment, delegated to him



by the Commanding-officer, when necessary ; and such award should be made on parade, in presence of his Company, whilst the clean and well-conducted soldier should be encouraged with every indulgence compatible with discipline, the strictest attention being at the same time paid to the claims, complaints, wants, and comforts of all.

2.—Captains, when present, invariably pay their own Companies, settling *personally* in presence of their Pay Serjeant, with their non-commissioned Officers and men—*vide* Queen's Regulations, pages 135 and 136, clauses from 91 to 94, and Regimental Orders on the subject.

3.—Upon taking over a Company the Officer receiving it will make a most minute inspection of the arms, ammunition, accoutrements, clothing, and soldiers' necessaries, books and accounts, as well as of all Company's stores, and as soon after as possible, send the prescribed certificate, (see Appendix, Form No. 1,) into the Orderly-room ; and the Officer delivering over the Company will also send in the certificate, (see Form No. 2.)

4.—Captains or Officers commanding Companies are charged with the care and preservation of the arms, accoutrements, ammunition, clothing, and other stores, belonging to them, and are responsible that they are neither lost, cut, damaged, or made away with,—that the several books prescribed in Her Majesty's Regulations are kept, and the entries uniformly and correctly made therein, with the names and regimental numbers of the non-commissioned Officers and men carefully indexed in the Company's ledger.

5.—Officers in command of Companies should be careful to prevent their men from getting into debt,



neither should the balances, except of those in hospital, be allowed to accumulate, the balance of patients in hospital being entered in red ink in the credit column of the Acquittance Roll, to be paid daily on their discharge therefrom, in accordance with orders to that effect. All single non-commissioned Officers and soldiers are, in pursuance of the rules of the service, to be paid daily, but in this stationary corps it is permitted, as an indulgence, to pay the married non-commissioned Officers and *well-conducted* family men weekly.

6.—Inspections of Regimental necessaries, which are at all times to be kept complete, and in conformity with pattern, neatly and uniformly marked, will be made by Captains or Officers commanding Companies, in the presence of Officers and non-commissioned Officers in charge of Squads at the several posts, in the Company's barrack-rooms, every Monday, immediately after dinner hour, and on such other occasions as the Commanding-officer, for his own inspection, may think fit to direct.

7.—Non-commissioned Officers are never to be permitted to supply the men with, or obtain a profit upon, any article whatever of regimental necessaries. Such supplies must be provided with the previous knowledge and approval of the Captain or Officer commanding the Company, and in accordance with the approved pattern, unless they should happen to be provided by the Acting Quarter Master from the regimental store; neither are they to lend money to the men under any pretence.

8.—Captains or Officers commanding Companies should be not less acquainted with the names than the characters and dispositions of their men, in order to know those upon whom they can depend, and where to extend lenity and indulgence.



9.—The greatest care will be taken in the selection of privates to be recommended for the appointment of non-commissioned Officers, which should be conferred on those only of fair and promising character, possessing the requisite knowledge of reading, writing and ciphering, and in other respects smart, and qualified for advancement.

10.—The Captain or Officer commanding a Company should every morning from off parade visit his several barrack-rooms, and cook-house, to enforce cleanliness, ventilation and regularity therein, to see that the bedding, packs, clothing, arms, accoutrements, &c., are neatly folded and arranged in conformity with regimental orders, enforcing a like duty from subalterns in charge of squads, at uncertain hours. An orderly man for each room, to be warned daily, is answerable for the cleanliness of the several utensils, arrangement of the barrack furniture, and laying out of the mess tables for meals, and for the rooms generally, and all mess utensils, and the replacing of them after meals. He assists in carrying the messes from the cook-houses, and in carving and dividing them.

11.—Leave may be granted to a few well-conducted men, in turn, from evening parade, at the discretion of Captains or Officers commanding Companies and posts. Passes in writing, whether for working or fishing, or after tattoo roll call, require to be signed by the Commanding-officer himself, being first backed by Officers commanding Companies and parties.—(See Forms of Passes, Appendix 3, 4, and 5.)

12.—A Company's Acquittance Roll and Certificate, (see Appendix, Form 6,) will be given into the Orderly Room with the Company's ledger, and the whole of its small account books on the 6th of every month, duly made up, signed and certified.



13.—The conduct of the non-commissioned Officers of the Company should be strictly observed, to see that they steadily and zealously attend to their several duties, set a good example, and readily obey and enforce all orders, avoiding favouritism or partiality by a faithful discharge of their duties; that the squad, alphabetical, size, and other rolls and rosters, should be frequently inspected, and that the men's tour of duty be fairly regulated.

14.—There is nothing which calls for greater vigilance from Captains or Officers commanding Companies, than a strict superintendence over the messing of the single men, who are to be subdivided into messes in proportion to the number allotted to each barrack-room. The several messes will be placed under one or more non-commissioned Officers, who will see that the articles which are furnished for the consumption of the messes are of proper weight and quality,—that the prices charged are those laid down, and the men sit down regularly to their several meals at the hours appointed for each, the dress being, on Sundays and holidays, regimental coatees and stocks, and on other days round jackets and ditto. The Company's Pass Book for supplies will be kept in possession of the Pay Serjeant, in which all periodical issues are to be entered.

15.—Where there is so large a proportion of married people, Officers cannot be too particular in the preservation of cleanliness and ventilation in the rooms. The married should at all times, when practicable, be kept separate from the single men, except where the presence of a married non-commissioned Officer is necessary in a room occupied by them, in which case he will be put into a recess thereof, and divided off by a screen or curtains from the others. One or more windows of the rooms, and on fine days the whole, will be kept open as long as possible; the



curtains and valances of the beds of the married people will be turned up, to admit a free circulation of air; boxes and other utensils removed, and beds swept under. Tubs, &c. taken out into the open air and washed, and the bedding neatly folded up. (*Vide* "Ventilation," page 56.)

16.—The washing of the single non-commissioned Officers and men will be divided among the well-conducted women, married with the Commanding Officer's consent; but the wives of Serjeants, shoemakers, tailors, and men in Garrison employ are to be considered exceptions. *allowance 1/2 per week*

17.—The conduct of the women of the Company will be strictly observed, and drunkenness, or any other gross impropriety on their part reported, with a view to the preservation of good order, and their own respectability.

18.—Captains or Officers commanding Companies should encourage manly sports and exercises amongst their men, such as handball, football, cricket, skittles, quoits, &c., and fishing passes to the good men should occasionally be granted, which not only tend to divert their attention and improve health, but to fill up their leisure time more agreeably.

19.—The Acting Paymaster is directed not to issue any Monies on account of the "Subsistence" of Companies, except to the proper Officer directed to receive it. (*Vide* Regimental Orders of the 17th December, 1849.)

### OFFICERS GENERALLY.

1.—It is the duty of Officers of all ranks to aid and support the Commanding-officer in upholding subordination, and maintaining the discipline of the corps.



2.—It is to be presumed that Officers, except those joining on first appointment, possess some previous knowledge of their professional duties; if otherwise, they cannot obtain leave of absence until more perfect in them; and they will attend the requisite drills, guard mounting, and other parades, and as supernumeraries at Courts-martial, and on Garrison and Regimental duties, until they are considered and reported to be capable of exercising in succession, a Squad or Company, and of finally handling the Battalion on Parade, and correctly performing all other duties required of them.

3.—Officers applying for leave of absence from the colony will certify to the Commanding-officer that they have discharged all outstanding *Regimental debts or claims* against them. Two Captains to be invariably present with the corps, and during the absence of the Commanding-officer on leave, the presence of three is indispensable.

4.—Officers of the rank of Captain, in making applications for *short periods* of leave *within* the colony, will state to the Commanding-officer what arrangement they propose to make for the charge and payment of their Companies during their absence.

5.—Officers are not to exchange a duty with another without the Commanding-officer's express permission, for which purpose they will apply either direct to him, or through the Adjutant; and when an Officer is in orders for, and enters on, a duty, he cannot be permitted to exchange it for his own convenience, except in cases of necessity.

6.—Officers when on regimental duty will remain as much as possible within, or near the barracks of the corps, unless they should be in the performance



of a mixed, or garrison duty, and have in consequence to visit Fort William and the Garrison Guards.

7.—All Regimental Officers are required to observe and notice neglects on the part of sentries, or detached individuals of the corps, as also all drunken, slovenly, or improperly dressed soldiers, carrying *bundles* in the streets, whose names will be taken down, and those concerned at once ordered into barracks.

8.—Officers should be amongst the first on parade, and last off, and be most particular in adhering to the mode pointed out for giving their words of command, which should be sufficiently loud and distinct, and adapted to the number and extent of the men under their immediate command; as also the manner of inspecting and dismissing their Squads and Companies; in passing military posts, when in command of parties, in paying the proper compliments due thereto; and whenever a senior Officer, it matters not of what corps, happens to be on the parade, they invariably report to, and obtain from him permission for marching off or dismissing any guard, picquet, or party they may happen to command at the time.

9.—Officers are required to be most particular in adhering to the Regulations in force for their dress, and are forbidden to introduce any other than of strictly Army and Regimental pattern, and whether in full or undress, that nothing is worn contrary thereto. When the non-commissioned Officers and men appear in loose great-coats, the Officers will wear the new-regulation grey coat cloak, and with either chaco or cap-covers on. A grey coat, with grey Astracan fur, of Canadian pattern, will be worn in winter, with a black fur cap of regimental pattern.

10.—Officers are on no account to appear in plain



clothes in the vicinity of their camp or quarters, but are always to wear their uniforms. (*Vide* "Queen's Regulations and Orders for the Army," at page 132, clause 78; but when they are engaged in fishing, field sports, boating, or riding, to a distance in the country, plain clothes may, on such occasions, be adopted. (*Vide* "Standing Orders" of the Garrison at Halifax, in force here.)

11.—Officers having occasion for leave of absence, or to make application for promotion or exchange, or on other points or questions of duty, which must, of necessity, be referred to higher authority, will invariably make their immediate Commanding-officer the medium of such communications in writing, and for which they will be held responsible.

12.—When subaltern Officers require leave from parades, they will, in the first instance, obtain the sanction of the Captain or Officer commanding the Company therefor, and then apply, either personally or in writing, direct to the Commanding-officer, or through the Adjutant, for such indulgence, who will communicate the acquiescence, or otherwise, of the Commanding-officer to the applicant.

13.—Officers returning from leave of absence, or detachment, or on first joining, are expected, as they also are on taking their departure, to report themselves, either personally or in writing, to the Commanding-officer, and will on their return from leave, make themselves acquainted with the orders issued during their absence.

14.—When Officers are taken ill, and require medical aid, they will at once report the circumstance, in writing, to the Surgeon and the Adjutant; and whilst in the sick report are not to leave their quar-



ters without the sanction of the Surgeon, and the approval of the Commanding-officer.

15.—All Officers, non-commissioned Officers, and Soldiers are to attend Divine Service punctually with their men, with whom they are to go into Church, a duty from which they cannot be exempt, unless under very particular circumstances.

## OFFICERS COMMANDING PARTIES OR DETACHMENTS.

1.—The Officers, non-commissioned Officers, and Men, who may be quartered at the posts of Fort William or Signal Hill, are nevertheless to be considered as component parts of the Head Quarters of the corps, and the hours for the parades and discipline to be enforced at both, will be in strict accordance with that at Fort Townshend; and the subaltern Officers commanding them will send in respectively their daily and weekly reports in the forms prescribed, to the Orderly Room, by half-past 10 o'clock on the days appointed. (See Forms 11 and 12 of Reports—Appendix.)

2.—Fire Picquets, of the prescribed detail, will mount daily at all the posts, from which running sentries will be told off, and relieved every two hours during day-time, from 6 o'clock, A.M., in summer, and 7 o'clock, A.M., in winter, until the collection of the tattoo reports nightly. For instructions see "Picquet Regimental" page 52.)

3.—The greatest attention is required by the Officers in command at these posts, in keeping the several roads, and communications during the winter open and free from snow, on which duty the whole of the non-commissioned Officers and Men, not otherwise employed, will be engaged, to be told off



in two or more reliefs under Non-commissioned Officers for the purpose.

4.—An Acting Staff Serjeant will be appointed to the several posts or detachments, whose duty will be similar to that of the Serjeant Major at Head Quarters, warning all those for duty, according to roster, and having the general superintendence of the party, under such orders and instructions as he may, from time to time, receive from the proper authorities, the Officer commanding the party, the Captain of the week, the Adjutant and Commanding-officer; and all returns and states connected with the party will be forwarded in due time to the Orderly-room; and the Officer in command will read once a month on parade the Garrison Orders respecting “Fire alarms,” and the management of the fire engines on such occasions.

5.—Whenever a party is detached from Head Quarters, as in the case of that at present stationed at Harbour Grace, the Officer who may be selected to command it will be provided with all necessary instructions, and will on arrival at his post, make himself thoroughly acquainted with his position, and the duties required thereat, strictly following the Rules and Regulations in force for discipline at Head Quarters, as laid down in these Standing Orders. He will keep a Detachment Order and Defaulter Books, in which all orders received from Head Quarters, as well as those issued at the post, and all crimes committed by individuals of the party thereat will be entered.

6.—The Articles of War will be read once in every three months to the detachment; and immediately after the arrival of the party at its post, the Officer will cause its credit, in pursuance of the Articles of



War, to be publicly cried down by beat of drum, and report his having done so to the Commanding-officer.

7.—The married people will be separated in Barracks from the single ones, and the same rules and regulations enforced respecting barrack appropriation, cleanliness, and the messing of the single men, as at Head Quarters. That due ventilation of the rooms is strictly enforced, a small Fire picquet daily mounted; in short, that the discipline and respectability of the detachment, as well as that of the women and children attached to it, who should be inspected every Sunday morning, and directed to attend at their respective Places of Worship, must be invariably upheld.

8.—Forms of all Returns required will be furnished for the guidance of the Officer in command, which are not to be departed from; and they will be regularly forwarded to Head Quarters at the time appointed, together with the prescribed monthly diary of the proceedings of the party. (See Forms 26, 27, 28, 29 and 30, Appendix.)

### ADJUTANT.

1.—The duties of an Adjutant are so important and various that it is difficult to define them. He is answerable to the Commanding-officer for the drill, discipline, and steadiness of the corps at large, whether on parade or in the field. He will strictly observe the instructions laid down for the drill and movements of Squads, Companies, or the Battalion.

2.—He will inspect the whole of the Non-commissioned Officers, Band and Drummers, daily, previous to the formation of the morning parade, as also on those days appointed for field exercise or other particular parade. Officers' servants, batmen, and pioneers



will in like manner, and on such occasions, fall in and be inspected by him.

3.—The Serjeant-major, Drill-serjeant and Corporal, Orderly-room clerks, and Regimental Provost are placed under his especial orders. He is responsible to the Commanding-officer that the several regimental records and books are kept in strict conformity with regulation, closed to the latest period, and that none but himself and the Orderly-room Serjeant have access to them.

4.—It is the Adjutant's duty to consult with and take the Commanding-officer's orders respecting all crimes and misdemeanors committed by the non-commissioned Officers or soldiers, and to prepare the charges against such as it may be deemed necessary to bring to trial ; in doing which he will strictly adhere to the prescribed forms, and will previously read the charges to the prisoners themselves, and at the same time warn them that previous convictions (when there are any) will be brought in evidence against them. He will compare all returns required from the corps with the originals before they are despatched from the Orderly-room.

5.—Correct and separate rosters of Officers for the various duties required of them will be kept and regulated by him.

6.—He will lay the daily Regimental Guard, Officers on duty, and other reports before the Commanding Officer immediately after morning parade, in the Orderly-room, and receive his instructions thereon.

7.—The non-commissioned Officers shall be drilled by him in the field at least once a week during summer, independent of all other parades for them ; and they



should be occasionally practised at rope drill, and periodically assembled and questioned by him on every point connected with their several duties, whether in quarters or the field.

8.—He will be careful that no prisoner is kept longer in confinement than his sentence awards him ; and he will frequently visit the Guard-rooms and Cells attached to the corps, to enforce the established system for prison discipline, and to see that the rules for the diet and management of the prisoners are strictly attended to.

9.—A table of all returns required by the various departments, either at home or in the Colonies, shewing the periods at which they are to be severally despatched, will be exhibited on boards in the Orderly Room, and periodically corrected for the guidance of all concerned.

10.—He will be careful to observe and regulate the hours for all regimental parades, &c. ; and that his own watch, that of the Serjeant-major, and clock in the Orderly-room, be strictly regulated by the time given on the firing of the garrison gun at noon, daily.

### ACTING PAYMASTER.

1.—The very responsible duties of this officer require the greatest attention and exactness in the keeping of his several books and accounts, and the periodical and timely transmission of the latter to the War-office and Regimental Agents.

2.—He will be particular that a due settlement of accounts takes place monthly between himself and Captains or Officers commanding companies ; and any inaccuracy he may discover in them, or departure



from the rules and forms laid down for keeping such accounts, he will report to the Commanding-officer.

3.—He has the charge of the whole of the Regimental Funds, for each of which he will keep a separate and regular account, and disburse the same under the direction of the Commanding-officer only.

4.—The duties of a Paymaster are particularly defined in the “Explanatory Directions” for the guidance of Paymasters, dated War-office, 1st July, 1848, to which, and all other War-office forms and regulations, he is referred.

5.—He is not eligible to hold any other appointment, or to pay a Company.

6.—When this Officer has occasion to obtain leave of absence he will apply through the Commanding-officer for it, but cannot be recommended unless he shall have rendered his accounts to the War-office up to the latest unbroken period.

7.—He is answerable for the muster of the corps on the last day of each month, unless it falls on a Sunday, when it will take place on the day following. The Muster Roll will be prepared by the Adjutant, containing the names and numbers of all Officers, non-commissioned Officers, and soldiers in each respective rank, arranged in alphabetical order, so that such Roll stands in the same order as in the Quarterly Pay Lists.

8.—The Acting Paymaster will not issue to the President of the Officers’ mess committee any larger sum at a time than Five Pounds for purchases connected therewith, unless the Commanding-officer’s sanction for a larger one be previously obtained.



9.—As the duties of the Acting Paymaster require much office-time and attention, he will, whenever circumstances admit of it, be on that account excused from a general participation in the duties of his brother officers, more particularly at the period of making up his Quarterly Pay Lists and Accounts, and on the arrival and despatch of the periodical mails.

10.—The verified record of Soldiers' services being placed in charge of the Acting Paymaster, he is responsible for their safety and correctness, and that all authorized entries are duly recorded therein; and he will certify on the last day of each quarter that he has, in conjunction with the Adjutant, compared the entries with those made in the Regimental Record book for the quarter ended the            day of            and that all variations and particulars correspond, and are faithfully registered in each of said books.

11.—He is liable to sit on all Courts of Inquiry, or Boards of Officers, involving money transactions, and for the production of all accounts and those connected with the Regimental Funds, &c., when required by the Commanding-officer.

12.—As the situation of Acting Paymaster is attended with pecuniary advantage, and affords an insight into the system of Book-keeping and Accounts, which it is desirable all young officers should possess a knowledge of, the subaltern Officers should therefore qualify themselves for it; it cannot, however, be regarded in the light of a permanent appointment, but will, as vacancies from time to time occur, be filled by such Officers as may be considered fully competent, to be brought under the consideration of the Secretary at War for it.

13.—He is directed to issue no monies on account



of the "Subsistence" of Companies, except to the proper officer directed to receive it, (*vide* paragraph 19, under the head of "Captains of Companies,") who is invariably to attend at the Acting Paymaster's office on the day and hour appointed for such purpose, together with his Pay-serjeant; and if the Captain of a Company, or Officer placed in charge of one, is unavoidably absent, the Officer who shall be appointed by the Captain of the Company, or Officer in immediate charge of one, to receive such Subsistence for him, will attend with the necessary receipt, in like manner for such purpose.

### ACTING QUARTER MASTER.

1.—The duties entrusted to this Officer are of a most important nature, for the due discharge of which he is responsible to the Commanding-officer. The several Books and Accounts, whether with the Regimental Clothier or others, as set forth in the Queen's Regulations and Orders for the Army, must be carefully kept, and all entries made in them up to the latest period, either for reference or the inspection of the Commanding or other superior Officer.

2.—He is answerable for the preservation of cleanliness within and about the Barracks of the corps.

3.—As also for the periodical drawing and issues, at the time appointed, from the Commissariat and several Contractors' stores, of the various rations of bread, fresh and salt meats, fuel, light, and forage; that they are neither deficient in quantity or bad in quality, which, if otherwise, he will at once reject and immediately report the circumstance to the Commanding-officer.

4.—He is responsible for the safe-keeping and



preservation of all unissued articles of clothing, necessities, &c.

5.—He has the charge and general superintendence of the Serjeant-armourer's, Master-tailor's, and Shoemaker's shops, and that the prices charged for work done in each are in strict conformity with the fixed scale—(see scales of prices, forms 31 and 32, appendix).

6.—He will make periodical visits to the several Posts, and cause the same degree of cleanliness and regularity to be observed thereat as at Head Quarters, reporting all neglects, omissions, or irregularities, to the Commanding-officer.

7.—He will take care that no neglect occurs in keeping the Barrack "Fire Engines" in efficient order.

8.—He has charge of the Regimental magazine, in which all spare ammunition will be kept, and ready for issue when required, in good order.

### SURGEON.

1.—The Regimental Hospital, and its Servants, are under the immediate charge and direction of the Surgeon, and in his absence of the Assistant Surgeon; he will follow the regulations and instructions in force for the management of Army hospitals and rendering of hospital accounts, dated War-office, 1845, and be guided by such other orders and directions as he may from time to time receive from the Director General of the Army Medical department and the Principal Medical Officer on the station.

2.—One Medical Officer will attend parades for corporal punishments, as also on occasions of firing



either ball or blank ammunition, at regimental field days, and when marching into the country. *Shattering*

3.—A daily report showing the number and diseases of the sick in hospital, signed by the Surgeon or his Assistant, will be sent into the Orderly-room by ten o'clock, A.M., and a weekly nominal list of the sick in hospital will be furnished every Sunday—(See forms 7 and 8, appendix.)

4.—Health inspections of the men off duty will be made weekly at the different Posts, either by the Surgeon or his Assistant.

5.—When accidents occur, or men are taken suddenly ill, they will be at once taken to the Regimental hospital.

6.—Soldiers committing irregularities in hospital are to be reported to the Commanding-officer, and written charges sent into the Orderly-room against them; and all irregularities or neglects committed by the hospital servants will in like manner be noticed.

7.—Whenever a Sentry is posted at the hospital he will obey such orders and instructions as the Medical Officer in charge may think fit to give having reference to its discipline, which, if intended to be permanent, will be communicated to the Adjutant for the Commanding-officer's information. A periodical vaccination of the children of the corps will be made when necessary.

### ASSISTANT SURGEON.

The duties of the Assistant Surgeon will, in the absence of the Surgeon, be precisely the same as those of the latter officer, who, when present, will allot the medical duties to be performed by his Assistant in



the manner most conducive to the preservation of the health of the corps and the women and children attached to it, and this Officer will generally be quartered in the Regimental hospital or with the strongest party or detachment.

### CAPTAIN OF THE WEEK.

1.—A Captain for the *regimental* week will come on duty at the hour of guard mounting every Monday morning, and will visit the several Barrack-rooms, and Cook-houses at the different Posts, during his tour of duty, as also the Regimental school, tailor's, armourer's, and shoemaker's shops; he will occasionally inspect the breakfast, dinner and tea messes of the single non-commissioned Officers and men, and the dinners of the married people on Sundays; he will likewise visit the Guard-rooms, Prisons, and Cells appropriated for regimental purposes, as well at Fort Townshend as Fort William, ascertaining that the existing system of prison discipline is enforced; he is also to visit the Regimental hospital, ascertaining whether the patients have any complaints to offer, and whether Divine Service was performed therein by the Acting Garrison Chaplain.

2.—He will superintend the evening parades at Fort Townshend during his tour of duty.

3.—He will cause, during the winter season, due attention to be paid to the keeping open from snow the communications within and between the several Posts.

4.—On Sunday morning the women and children at Fort Townshend are to be assembled for his inspection.

5.—In these duties he will be aided by the Sub-



altern of the regimental day, and will state their due execution to the Commanding-officer in his weekly report on the Monday following by 10 o'clock, A.M. (For form of report see No. 9, appendix.)

### SUBALTERN OF THE REGIMENTAL DAY.

1.—He will visit and inspect the several barrack-rooms, passages, cook-houses, &c., at Fort Townshend at or about 11 o'clock, A.M., seeing that they are clean, bedding neatly folded up, packs, arms, accoutrements, and spare clothing arranged in their proper places, in conformity with orders.

2.—He will inspect the breakfast, dinner and tea messes of the non-commissioned Officers and Men at Fort Townshend, ascertaining if there are any complaints to be preferred.

3.—He will visit the Regimental hospital and ascertain the number of Sick, and whether any complaints exist, and if the linen of the patients had been changed at the stated periods.

4.—He will also visit the barrack-rooms, Cook-house, armourer's and tailor's shops at Fort William, as well as the Cells attached to the corps there, and likewise the Guard-rooms and Cells at Fort Townshend, ascertaining that the existing system of prison discipline had been carried into effect.

5.—At tattoo he will inspect the picquet, and visit the prisoners sentenced to hard labour at Fort Townshend.

6.—He will collect the tattoo reports in the several Barrack-rooms at Fort Townshend, five minutes after the sounding of the last Post, ascertaining that the precautionary measures against fire have been



duly complied with, and the men cautioned to arrange their clothes for dressing quickly during the night.

7.—He will visit the Regimental Guard and Guard-room once by day and once by night, at uncertain hours, reporting whether the former was alert, and the latter clean and regular.

8.—He will attend the evening parade at Fort Townshend, and assist the Captain of the week in the performance of his regimental duties.

9.—He will report to the Commanding-officer, in writing, the due execution of the foregoing duties on the following morning, not later than 10 o'clock.—(For form of report see No. 10, appendix.)

### MONTHLY BOARD OF OFFICERS.

1.—A Board of Officers consisting of the Captain of the week, President, and subaltern of the day, member, will, on the 7th of every month, examine the several Companies' ledgers, small account books, Mess pay sheets, acquittance rolls, and Mess supply books, to ascertain that they are correctly and uniformly kept, in accordance with regimental orders. For form of proceedings, *vide* Regimental Orders of 18th February, 1843, and 20th March, 1848.

### OFFICERS' MESS AND COMMITTEE.

1.—Every Officer belonging to the corps, whether married or single, must be a member of the Regimental mess, which is at all times to be conducted with the strictest attention to economy, and to the Rules and Regulations of the Service in force for the guidance of such establishments. It should be placed on such a footing as to enable the youngest officer to live at it without inconvenience or unnecessary expense being imposed upon him; to which end the



attention of the Mess Committee will be unremitting, and the Commanding-officer will afford every facility and support towards the attainment of so desirable an object.

2.—The management of the Mess affairs will be placed in the hands of a Committee, to be composed of one Captain, the Acting Paymaster, *ex officio*, and two subaltern officers, to be chosen at half-yearly Mess meetings of the Officers, in January and July in each year, and the Committee will be guided by the rules in force for the regulation of the mess, and the care and preservation of its plate and other property.

3.—The Commanding-officer is invested with the general superintendence of the Mess Funds; and whenever it may be necessary for the Committee to expend out of them a larger sum than five pounds for disbursing expenses, the President will acquaint him, in order to obtain his sanction for the issue thereof by the Acting Paymaster.

4.—All Mess Rules are to be approved of by the Commanding-officer, and none are to be rescinded without his sanction, and no Mess meeting is to take place without his authority for convening it.

5.—Whenever the Band is required at the Officers' mess, the keeping of it longer than ten to half-past ten o'clock should, if possible, be dispensed with.

#### SERJEANT-MAJOR.

1.—This Non-commissioned Officer should, in his own person and demeanour, set an example to the other non-commissioned Officers of the corps, zealous in the performance of all his duties and unremitting in the superintendence and training of the non-com-



missioned Officers ; he is to be in constant communication with the Adjutant, whom he will aid both at drill and in the Orderly-room ; he will keep the roster of the non-commissioned Officers, and issue out all orders and details correctly, which he will compare before they are allowed to leave the Orderly-room ; he falls in the non-commissioned Officers, Band, Drummers, Servants, Pioneers, &c., previous to the assembly of all general parades, as also for Divine Service, as well as the non-commissioned Officers off duty for inspection nightly at Tattoo.

2.—At all general parades and field days he will equalize the several divisions to compose the battalion, telling off smart and competent covering Serjeants to each.

3.—He will, under the Adjutant, regulate the time for the corps, and is responsible for its correctness, to be regulated by the firing of the gun at noon, daily.

4.—He will attend at the Post-office alternately with the three Colour Serjeants of Companies, at the hours appointed for the delivery and making up of the mails.

### QUARTER-MASTER SERJEANT,

1.—Is the next Non-commissioned Officer to the Serjeant-Major, and will, in like manner, be unremitting in the discharge of his various and responsible duties ; he is under the more immediate directions of the Acting Quarter-Master, having a Corporal or Lance Corporal, and one Pioneer from each Company to aid him, who will be employed in the preservation of cleanliness and other duties in and about the Barracks and Out-houses.

2.—He is responsible that the paths leading to the



Officers' Privies are kept open and free from snow in winter, and that they are swept out in summer, for which purpose they will be visited every morning.

3.—He will prepare requisitions for all provisions, and is responsible for the Barrack Furniture and Utensils charged on the indent of the corps.

4.—He is charged with the care and general superintendence, under the Acting Quarter-Master's instructions, of the Fire Engines, and will, on alarms of fire, immediately repair to the Engine-house, if by night with a lantern, and with the Pioneers hold the Engines and various apparatus in readiness for instant removal, ascertaining beforehand that they *are not frozen*, but in good working condition.

5.—He is to visit the several Pumps daily, and report any deficiency of water in them to the Acting Quarter-Master.

6.—He is responsible for the weighing out, measurement, and issue of all provisions, forage, fuel, &c.

7.—He is, under the Acting Quarter-Master, answerable for the safety of all Regimental Stores, and their preservation from destruction, arising from damp or vermin.

#### PAYMASTER SERJEANT.

The duty of this Non-commissioned Officer principally consists in his employment as Clerk to the Acting Paymaster, and is therefore placed under his more immediate directions; he is to appear at all times properly dressed, and will attend all such parades as may be considered necessary by the Commanding-officer.



### ARMOURER SERJEANT.

1.—This Non-commissioned Officer is placed under the superintendence of the Acting Quarter-master, and is responsible for the care of all Regimental Tools and Implements belonging to the forge and workshop entrusted to his charge.—(See Form 17.)

2.—He is carefully to examine and clean the Arms of the several Companies monthly, and is bound to instruct and give information and assistance to the non-commissioned Officers and men in this important service.

3.—He is not to undertake any private work in his shop without the sanction of the Commanding-officer, obtained through the Acting Quarter-master.

### ORDERLY-ROOM SERJEANT.

1.—The duty of this non-commissioned Officer is confined to the Orderly-room, under the immediate superintendence and directions of the Commanding Officer and Adjutant; he will pay strict attention to the making up and keeping of the Muster Rolls, Records, Courts Martial Returns, Orderly and all other office books, that the several entries therein are made in a neat and legible hand, in accordance to form—taking care that copies of all returns, letters, &c., are kept and indexes made up.

2.—He is not to furnish copies of any documents or returns belonging to the office, without authority from the Commanding-officer or Adjutant.

### HOSPITAL SERJEANT.

He has an apartment allotted to him in the Regimental Hospital, where he is constantly employed under the superintendence and directions of the Surgeon, to whom, and the Commanding-officer, he is responsible for the discharge of the important



duties entrusted to him, towards which his vigilance and attention will be unremittingly directed, and he will report all neglects or inattention on the part of the patients or servants to the Surgeon or Assistant Surgeon.

### SCHOOLMASTER AND MISTRESS.

1.—The duties to be discharged by a Schoolmaster and Mistress are most important, in the fulfilment of which their attention should be unremitting. The instruction of the children of both sexes committed to their care will be best manifested in the progress made of their respective studies ; nor will their attention be less requisite in the preservation of personal cleanliness, and which will be particularly directed to the moral and religious conduct of the children.

2.—He is answerable that the children assemble at the hour appointed every morning, clean in their persons, and as neatly dressed as circumstances will permit, when he will call the roll, and check all absentees, reporting to the officer commanding the post such absence or other improprieties, as also, weekly, in writing, to the Commanding-officer. (See Form of Report, No. 15, Appendix.

3.—He is responsible that the system of School Instruction, as established, is strictly adhered to.

4.—He will keep a book, in which will be inserted the number of children of both sexes in daily attendance ; and another, to be denominated the Visiting Book.

5.—He has charge of all Books, Stationery, &c., denominated “ School Property,” of the expenditure of which he will be careful, affording statements



thereof to the Commanding-officer at the end of every six months.

6.—He is to assemble the whole of the children in the School-room every Sunday morning, for the inspection of the Officer commanding the Post, seeing that they are neat in their dress, and cleanly in their persons ; and will conduct the grown children in rear of the party to Divine Service.

7.—The Schoolmistress should be capable of instructing the female children in plain needle-work, darning, knitting, samplers, &c., &c. ; and will, in conjunction with the Schoolmaster, send into the Orderly Room, on the 1st of every month, an account of work executed by the female children within that period. (See Form 34, Appendix.)

### CHILDREN ATTENDING SCHOOL.

The parents of the children are held responsible that they attend regularly, at the hours appointed, and that they are clean, any deviation from which will be noticed by the Schoolmaster.

### COLOUR AND PAY SERJEANT.

1.—The duties of this non-commissioned Officer in the Company are to a certain extent similar to that of the Serjeant Major, Quarter-master Serjeant, and Pay-master Serjeant combined ; he is the connecting link in the chain of responsibility between the Captain, non-commissioned Officers, and men of the Company, who should look up to him as their superior and friend.

2.—He is responsible to the Captain that the interior economy and discipline of the Company is carried strictly into effect.



3.—He should be impartial, and scrupulously exact in the discharge of the various duties entrusted to him. He will bring all minor irregularities to the notice of the Captain or Officer commanding the Company.

4.—He is responsible for the correct keeping of the Company's Books, under the superintendence of the Captain or Officer in charge.

5.—He has charge of the Arm Chest, and of all Company's Stores, and Bedding, Barrack Utensils, &c., and for which he is responsible to the Captain.

6.—He keeps the key of the Store Box of the single men's messes, and regulates the supplies and issues therefrom.

7.—He has a general superintendence of the Company's Cook-house, which he will frequently visit, to enforce cleanliness and regularity.

8.—He will invariably examine the Regimental necessities of men who absent themselves from tattoo roll-call, immediately after the circumstance is made known to him.

### DRILL SERJEANT.

1.—This Non-commissioned Officer should be active, intelligent, and fully capable of instructing others in every branch of elementary drill, (as laid down in the Infantry Manual,) as also in the Infantry Sword Exercise.

2.—He is to parade and drill the defaulters, at the hours and in the manner indicated for the purpose.

3.—He attends daily at the Orderly-room, to take



down the awards of the Commanding-officer against Regimental Prisoners, which will be entered in a list to be kept by him, reporting thereon weekly to the Adjutant. (See Form 36, Appendix.)

4.—He will give the names of all men confined to Barracks to the Serjeant of the Guard, shewing the date and expiration of their sentence.

### REGIMENTAL ORDERLY SERJEANT,

1.—Has charge of the Inlying or Fire Picquet, the names of which he furnishes to the Serjeant of the Main and Regimental Guard, reporting himself to the subaltern of the day, immediately after Guard mounting; he visits the Cook-houses, Verandas, and Barrack Passages, to see they are clean, previous to the Orderly officer's visit of inspection, whom he is to accompany in his rounds.

2.—He will parade the Picquet at sun-set, tattoo, and at uncertain hours, and post himself at the front Barrack Gate, (immediately after dismissing the Picquet,) where he will remain *five minutes* after the last Post at tattoo, for the purpose of observing all irregularities in men returning to Barracks.

3.—He accompanies the Orderly officer to collect the tattoo reports in the various rooms, five minutes after roll-call, giving the names of all absentees to the Serjeant of the Guard, and then parades the escort to proceed in search of them.

4.—He will see the Fires and Lights extinguished half an hour after tattoo.

### COMPANY'S ORDERLY SERJEANT.

He parades all Fatigues, calls the Rolls, and collects the Reports daily; makes out the States,



takes an inventory of sick men's necessaries, attends for orders at the Orderly-room, keeps the Company's Duty Roster, personally warns the men for all parades, duties, or fatigues, always accompanied by the Company's Orderly Corporal, as a witness.

### COMPANY'S ORDERLY CORPORAL.

Collects the names of all men reported Sick, every morning, and parades them for the Sick Orderly, with their necessaries complete, together with a list of the same; as also of all Prisoners confined during the previous night; he parades the defaulters, ration-carriers, and all men for Duties or Fatigues, superintending the issue and receiving the bread and salt provisions for the company; he shews the orders to the several Officers of it, and proceeds with the company's picquet in quest of absentees when so directed.

### SICK ORDERLY CORPORAL,

Has charge of the Ration-carriers; collects from the several Companies the Sick Reports—(see Form 35, Appendix); marches the sick at the hour appointed to hospital, bringing, on his return, the Surgeon's daily Sick Report to the Orderly-room; and on Tuesdays and Fridays he attends at the hospital at 2, P.M., to receive the men discharged therefrom, and delivers them over to the Orderly Serjeant of their respective Companies. On occasions of Fire Alarm he becomes Corporal of the Fire Picquet.

### PIONEER CORPORAL,

Is responsible to the Quarter-master Serjeant for the cleanliness of the Officer's and men's privies, pump-houses, out-houses, back-yards, ash-pits, barrack-drains, &c. In winter, that the Barrack Lamps are properly and daily trimmed, and lighted at the hour fixed for it nightly. He also attends the draining and issues of all Salt Provisions, and super-



intends the periodical sweeping of the Barrack Chimnies, by the contractor, and affords all necessary aid and assistance in the Quarter-master's Store.

### REGIMENTAL PROVOST SERJEANT.

A Board of Instructions, for the guidance of this non-commissioned Officer, will be constantly hung up in the back passage of the Cells and Guard Room, as also the daily Diet Scale adopted for all Prisoners under sentence, and he will send a weekly report thereon into the Orderly-room every Sunday morning, certifying the due and efficient discharge of his duties. (See Form 16, Appendix.)

### MASTER TAILOR AND MASTER SHOE-MAKER,

Are both responsible for the conduct of the Regimental Workmen employed in their respective shops, that they attend regularly, and that the work is executed in a proper and tradesmanlike manner, and the re-delivery of it not needlessly delayed. That the charges for work do not vary from the prices laid down—(see Scales of Prices, Nos. 31 and 32, Appendix), and a report, according to Form No. 17, Appendix, from each, will be sent to the Acting Quarter-master on the 1st of every month. For regulation of working hours see Boards of Instruction hung up in each.

### MASTER OF THE BAND,

Will check any impropriety of the men or boys during practice hours or on parade, and is responsible for their conduct when allowed to play out. That the time and style of playing, and manner of instruction, be in strict accordance with the most approved system, ample means having been placed at his disposal for the purpose. (For Form of Weekly Band Practice Report see No. 18, Appendix.)



## BAND.

1.—The Instruments, Music, &c., belonging to the Band, will be kept in the boxes and chest provided for the purpose, in charge of the Master, who will keep the keys. He will make frequent inspections of them, and report to the Adjutant if either the former or the Band Clothing should be injured, or Music torn or defaced.

2.—The hours of practice will from time to time be fixed by the Commanding-officer, but generally at 2 o'clock, P.M., daily, besides which an hour for class practice and instruction of the boys, will be appointed by the Master.

3.—When required to play at the Officer's Mess, or elsewhere, the Commanding-officer's permission will be previously obtained, and the Master will impress on the men the necessity of being careful, whilst so engaged, of the Band property and clothing, the expense of which is very onerous to their Officers.

## ACTING DRUM-MAJOR,

Is responsible for the instruction of the Drummers, who should not be dismissed until they possess a thorough knowledge of the several beats, in accordance with regulations to that effect. The hours for their daily practice will be at 6 o'clock and 11, A.M., and 3, P.M., weather permitting, during summer. He will take care that the Drummers do not injure their drums or clothing, any wanton damage or neglect of which they will be chargeable for.

## DRUMMERS.

They are responsible for the preservation of the drums, bugles, and clothing, committed to their care, which are to be kept in a constant state of cleanliness and efficiency; and they will attend all such practice,



and perform such duties as may, from time to time, be directed by the Acting Drum-major.

### ALARM OF FIRE IN BARRACKS.

1.—On an alarm being given of this nature, the whole of the non-commissioned Officers and men immediately accoutre, taking their knapacks in their hands, and await for further instructions.

2.—The Serjeant of the Barrack Guard will shut the gates, and double the sentries, no one belonging to the corps to be permitted to leave Barracks, *or civilians to enter them*. Picquet Sentries will also be posted round the Barracks, for a similar purpose.

3.—Parties will be appointed to ascend the roof or chimney ladders and be supplied from below with water, &c. Officers' servants will on such occasions proceed at once to their masters' quarters, and batmen to their stables.

### ALARM OF FIRE IN TOWN OR NEIGHBOURHOOD.

Alarms of this nature originating in the town—for instructions *vide* Garrison Board of orders hung up at each Post, and to which all are referred for their guidance on such occasions.

### ALARM OF RIOT.

The Picquet immediately falls in, and reinforces the Main and Regimental Guard. All officers and men out of barracks *immediately* return to them. Sentries to be doubled, and all barrack gates shut; and the Officers, non-commissioned Officers, and men at the different posts, fall in on the usual parade ground, armed and accoutred, and there await further orders. (See Printed Instructions, under this head, in the Orderly-room; and Queen's Regulations.)



## ARRANGEMENT OF BARRACK ROOMS.

Arms placed in the arm-bands, accoutrements across the pegs at the head of the beds; packs, with kits in and slings on, hung over the bed, on the right of the accoutrements; mess tins at top, to be of uniform height, and flat to the wall; great-coats and spare clothing neatly folded on the shelf immediately over the head of each cot; chaco, with tuft cover on, on left of the clothing; a label to be affixed to the shelf, under the centre of the clothing, with the owner's name, number and Company; spare boots, clean, and underneath the foot of the cot; beds to be neatly rolled; blankets and sheets folded within the rugs, and placed over the centre of the mattresses; the number of individuals in the room to be inserted in *pencil* on the label on the door of each room. (See Form No. 33, Appendix.)

## BARRACK COTS.

The iron cots will be taken into the open air on the following occasions in each year, viz., 2nd April and 2nd September, and the different parts taken asunder, when *linseed oil* will be applied to the several joints and nuts.

## BALL PRACTICE.

The system to be pursued will be strictly that as laid down in the "Infantry Manual," from pages 49 to 52, inclusive. (For Form of Report see No. 19, Appendix.)

## COMPANY'S COOKS AND COOK-HOUSES.

1.—The men selected for this essential duty should be steady, clean, and trustworthy, and not employed longer than three months at a time. A board, containing instructions for their guidance in preparing the several meals, will be hung up in each Cook-house. (*Vide* Boards of Instruction.)



2.—He is responsible for the cleanliness of the Company's Cook-house, which, with the coppers, will be carefully cleansed after the cooking of each meal, locked up for the night, the fires carefully put out, keeping the key in his possession. They are to be provided with a smock frock each whilst so employed, to be periodically changed.

### CHIMNIES.

To be swept periodically *twice* in each winter month, and in every summer one *once*. (See Forms of Certificate, Nos. 13 and 14, Appendix.)

### CELLS,

Occupied by Prisoners undergoing sentences of imprisonment, are under the immediate superintendence of the Regimental Provost Serjeant, who is answerable for their cleanliness, ventilation, and regularity. During summer, Prisoners undergoing short periods of confinement, are allowed great-coats only; but, during winter, to have in addition the whole of their bedding; but under no pretence will the back cells be occupied during winter.

### DRESS THROUGHOUT THE YEAR,

For the non-commissioned Officers and men, will be as follows:—Full dress during summer—coatees, Angola trousers, chacos, with ball tufts, arms and accoutrements; Undress during ditto—round jackets, forage caps, and Angola trousers, arms and accoutrements. In winter—round jackets, fur caps, dark cloth trousers, deck boots, arms and accoutrements, loose great-coats, (according to circumstances—if wet *over* accoutrements, if cold, hard and dry, accoutrements over loose great-coats,) with creepers on. In winter the men are permitted, in very cold weather, to wear their loose great-coats over their undress uniform.



### DINNER CARRIERS.

The dinners for the Non-commissioned Officers and men, on duty at the out-guards, are to be inva-riable carried in the box provided for the purpose, either by the men confined to barracks, or, in their absence, by a Fatigue Party, under a non-commis-sioned Officer.

### DRAWING RATIONS.

One non-commissioned Officer and man, per Com-pany, will attend at the time and place appointed for the purpose ; and, if out of barracks, to be paraded and marched off under the senior non-commissioned Officer. On the return of the party to barracks the non-commissioned Officer of each company will superintend the cutting up, weighing, and impartial distribution of the meat to the several messes and married people.

### DEFAULTER BOOKS.

That belonging to the company will be kept by the Officer commanding it, by whom alone all entries in it will be made, which he will bring to the Orderly-room for reference, when any Prisoner of the company is to be disposed of by the Commanding-officer. Crimes for drunkenness to be entered in red ink, and when any portion of the punishment is remitted, it will be shewn in the column of remarks.

### EFFECTS OF DECEASED SOLDIERS, OR DESERTERS.

In taking an Inventory of the effects of deceased soldiers, or deserters, Officers will be careful to col-lect every article left, and fix the *then* value of the knapsack ; the inventory to be delivered in dupli-cate, signed by the Officers forming the Board ; one copy to be forwarded under seal to the Acting Pay-master, the other to be retained by the Officer com-



manding the company till the effects are finally disposed of. Should they belong to a deceased soldier, they will be sold by barrack auction, within *one* month after; if to a deserter, the sale will take place at the expiration of *three* months. The Officer present at each sale furnishing the Acting Pay-master with the particulars thereof, and causing the proceeds to be carried to the credit of the deceased's accounts in the ledger.

### FIELD EXERCISE PARADE,

Will take place, weather permitting, at 2 o'clock, P.M., twice in each week during the summer season, in undress uniform, with arms and accoutrements—for the whole of the Officers, non-commissioned Officers and men off duty, and from which Officers on regimental duty are not exempt.

### FIRE ENGINES.

For particulars see Garrison Board of Instructions for "Fire Alarms." Those at Fort Townshend are attached to the several Companies, when ordered out on alarm of Fire. No. 2 Engine will remain with its Party, in charge of the Acting Pay-master, assisted by the Quarter-master Serjeant and Pioneers at Fort Townshend. (For instructions respecting "Fire Engines," see Garrison Board.)

### FATIGUE PARTIES,

Whether Garrison or Regimental, are to be regularly marched off under a non-commissioned Officer, who, after the performance of the duty, will re-conduct them to Barracks, no man being permitted to quit his party without leave, or until regularly dismissed.

### FUNERALS.

When a non-commissioned Officer or soldier dies,



his Pay Serjeant immediately takes charge of his effects, together with the original list of them, from the Hospital Serjeant, retaining them in his possession until brought before the usual Board of Officers, to make the inventory thereof; he will take steps for providing the coffin, shroud, &c., obtaining an order from the Garrison Chaplain on the Rector, to have the grave prepared, and making known to the clergyman of the persuasion to which the man belonged the time appointed for the interment of his remains.

#### GARRISON CHAPLAIN, ACTING,

To perform Divine Service in hospital once a week, and visit the Regimental school periodically. He also attends all funerals of deceased Officers, non-commissioned Officers and Soldiers, of the Protestant faith, of which he is to receive timely notice.

#### GOVERNMENT GARDENS,

Are allotted to the non-commissioned Officers and men, under the superintendence of the Commanding-officer, and none are to be transferred or exchanged without his sanction.

#### HARD LABOUR.

Men undergoing imprisonment with this sentence, are under the immediate superintendence of the regimental Provost Serjeant, and will, in summer, be employed in keeping the parade and drill ground in proper repair, and, if necessary, in keeping open the several drains in and about the Barracks, and, in winter, communications free from snow. They are never to be employed for *private* purposes, and the Provost Serjeant will certify to this effect, and the nature of their employment in his weekly report. (See Form 16, Appendix.)

#### HAIR CUTTING.

The days appointed for this duty in each company



are the two last but one in every month. Officers should frequently inspect the men's hair, by removing their caps on parade, and at monthly musters they will be again inspected.

### LINEN CLEAN.

The men will put on clean shirts and stockings every Sunday and Thursday mornings, and clean flannels once a fortnight, which Officers will ascertain on morning parades of those days.

### MARRIED NON-COMMISSIONED OFFICERS AND SOLDIERS,

Who are provided with Barrack accommodation, are generally to be quartered at Signal Hill. They are responsible for the quiet demeanour of their wives and families, causing them to live in peace and harmony towards each other. The married women are expected to be in Barracks nightly at tattoo-roll calling.

### MEALS—HOURS FOR.

Dinner, throughout the year, 1 o'clock, daily. Breakfast, at 8 o'clock, A.M., in summer, and half-past 8 o'clock in winter. Evening Tea, at 4 o'clock in winter, and twenty minutes past 5 in summer—the summer periods commencing on the 1st April, and winter ditto on the 1st of October, annually.

### MAIN AND REGIMENTAL GUARD.

I.—The Serjeant commanding will not permit either non-commissioned Officer or soldier to quit Barracks before morning parade, except on duty or on pass, nor will any person be allowed to enter the Barracks, except Officers (or civilians having business with them) after tattoo-roll call. He will retain the passes of all men returning from leave after tattoo, inserting the hour of return on the back, which he



will deliver into the Orderly-room with his Guard-report every morning. (For his guidance see board of orders in Guard-room.)

2.—He will prevent the non-commissioned Officers and men from quitting Barracks during severe weather and snow-drifts, and is not to allow any person to enter the Guard-room unless on duty. He will be vigilant in preventing the clandestine introduction of spirits into Barracks, confining all men found so doing, and causing women so suspected to be examined by the Serjeant Major's or Quarter-master Serjeant's wives ; the spirits (if any) and the name of the party detected, to be given into the Orderly-room.

3.—Prisoners confined in the Guard-room are to be kept separate on the guard-bed from the men on duty ; and are not allowed any part of their bedding, nor to have access to any offensive weapons, pipes or tobacco. All Prisoners not disposed of, are to be marched to the flank of the column, under escort, at morning parade, clean and properly dressed.

4.—Should a prisoner, or any of the guard, report himself sick, during the day time, the circumstance to be reported to the Serjeant Major, or Adjutant ; if by night, and the illness requires it, he will, at once, cause the man to be taken to the Regimental Hospital. He will see the interior of the Guard-room, guard-bed, tables, &c., as well as the verandah in front of the Guard House, thoroughly swept and cleaned every morning by 9 o'clock.

#### MORNING AND EVENING PARADES.

The first warning bugle sounds every morning at half-past 9 o'clock. Serjeants' call at a quarter before 10, and the assembly immediately after the dismissal of the non-commissioned Officers, followed by



the Officer's call. Evening ditto at half-past 3 o'clock in winter, and 4 o'clock in summer, under the superintendence of the Captain of the week, and Officer of the day.

### MEDALS--GOLD AND SILVER--FOR BEST SHOTS.

A gold medal for the best shot in the corps; a silver one for the best, and a silver cross for the second best, in each company, *having been provided*, they will be contended for in the seasons allotted to ball practice, and distributed by the Commanding-officer to those who have successfully contended for them. These medals and clasps to be worn on the left breast, attached to a dark blue ribbon, until won again by others at the practice of the subsequent year.

### NON-COMMISSIONED OFFICERS GENE- RALLY.

1.—Non-commissioned Officers must possess a knowledge of reading and writing, and the common rules of arithmetic; be acquainted with their drill, and sufficiently intelligent to instruct others; those not so fully qualified must improve themselves by consulting their books, and preparing themselves for periodical examination by the Adjutant.

2.—They are to associate with each other only, and never with the privates, whom they cannot properly command if they make too free with.

3.—They are at all times to avoid coming in personal contact with drunken soldiers, and not to enter into altercations with them; but to order a Corporal and one or more privates to take them to the Guard-room, if necessary; and the escort is to be the corroborative evidence against the culprit.



4.—They should be circumspect in their conduct, and both smart and cleanly in their personal appearance, firm but respectful in their manner, and never using coarse or irritating language, civility and kindness being perfectly compatible with military authority. (*Vide* Regimental Orders, 14th January, 1850.)

### OFFICERS' KITCHENS.

As there are, generally, more than one Officer's servant in a kitchen, in order to prevent disputes the Acting Quarter-master will *apportion* the accommodation in each, in accordance with the priority of their masters' rank.

### POLICE SERJEANT.

The Serjeant on Police duty will visit the town, wharves, and public houses, taking down the names of any soldiers of the corps whom he may observe to be drunk, improperly dressed, or guilty of any misconduct. (*Vide* Daily Report, Form No. 25, Appendix.)

### PRIVATE SOLDIERS.

1.—The conduct of the soldier should be such as to uphold the honour of the uniform he wears, and the respectability and credit of the corps to which he belongs.

2.—When he has occasion to make any representation to the Captain or Officer commanding his company, he will apply to the Pay or Colour Serjeant of it to accompany him in so doing.

3.—Soldiers are never to reply in the ranks, but if they find themselves aggrieved are to proceed as before directed.



4.—When Officers enter the Barrack-rooms, in the absence of a non-commissioned Officer, the first private who notices them is to call the whole to “Attention.”

5.—Soldiers are not under any pretence permitted to alter, cut, or make away with any portion of their necessaries, clothing, or appointments.

6.—A soldier never takes off his cap to salute, when entering either the Orderly-room or Officers’ quarters.

7.—The greatest attention is required of them in the Barrack-room, whether as regards the arrangement of their bedding, arms, and appointments.—Their conduct and demeanour towards each other is to be orderly and social, avoiding swearing, coarse or obscene language.

8.—Soldiers should at all times pay proper respect to all Clergymen, their Officers, and the Civil Authorities; be on good terms and cultivate a friendly feeling with the inhabitants, avoiding all turbulent scenes in the streets or elsewhere. On meeting Officers they salute with the off hand.

9.—To avoid associating with civilians of loose or disreputable characters; nor are they, in public houses or civil society, to mix themselves up in *religious* or political disputes.

10.—When on duty his whole attention should be given to its faithful discharge.

11.—Soldiers losing or finding money, or any other property, will immediately report it to the Colour Serjeant of the Company, and the article found will be delivered into the Orderly-room, to await the



claim of the owner, as soldiers are bound to account for everything in their possession.

### PIONEERS,

Are generally employed under their corporal; their duty at all times, and under all circumstances, is in the preservation of cleanliness in and about the Barracks; to assist in drawing and issuing of rations, provisions, &c., and the trimming and lighting of the Barrack-lamps, as well as the keeping the drains free from ice during the winter season.

### PRECAUTIONS AGAINST FIRE.

Non-commissioned Officers in charge of Barrack-rooms will provide themselves with a box containing matches, wherewith to procure light on the instant. They will see the whole of the Barrack buckets filled with water, nightly, before tattoo, and that the men have their clothes arranged to dress with celerity in case of alarm during the night.

### PICQUET—REGIMENTAL,

Will parade and mount daily, consisting of 1 Serjeant, 1 Corporal, and 12 Privates, furnishing 3 sentries, one, armed and accoutred, over Regimental prisoners sentenced to hard labour, and under the superintendence of the Regimental Provost Serjeant; 2 others to be denominated "Running Sentries," also in full dress, but with side-arms, and ramrods only in their hands, will be posted for the protection of the Barrack windows, Parade grounds, Barrack pumps, Garden-fences and Gardens, from children, goats, cattle, &c., trespassing on or destroying them; their duty being as fully responsible as if posted on sentry from the Regimental Guard.

### PICQUET—COMPANIES.

A non-commissioned Officer and two privates from each company, to be told off, will parade, nightly, at



tattoo, to proceed, if necessary, in search of absentees. This non-commissioned Officer will report his return to Barracks to the Serjeant of the Guard. Under ordinary circumstances one hour is considered a sufficient lapse of time for the escort to be out of Barracks, in search of absentees.

### PASSES GENERALLY.

Soldiers to entitle themselves to this indulgence must be *one clear month* free from punishment of any description. Passes are of various descriptions; viz., ordinary, working, and for fishing; to be delivered to the Serjeant of the Barrack Guard, at Fort Townshend, and Acting Staff Serjeants at the other posts, immediately on their return. (See Form of Passes, Nos. 3, 4, and 5, Appendix.)

### REGIMENTAL LIBRARY.

1.—This valuable Institution having attained a most respectable footing, possessing upwards of 1,600 volumes of valuable and entertaining Books, &c., the subscribers have therefore within the precincts of the Barracks the advantage of instruction combined with amusement.

2.—Subscribers should come clean and properly dressed; they will be careful not to abuse the rules of the Institution hung up for their guidance; and are not permitted to smoke or use tobacco therein, but to preserve a quiet and silent demeanour. It is open to Officers of the corps as Honorary Members, whose Quarterly Subscription is at present fixed at three shillings, currency, and men's at twopence halfpenny, sterling, per month. Books are not allowed to be taken out of the Library, except by Officers and Honorary members *subscribing*, and then only for the time limited in the Rules.



3.—The Commanding-officer, for the time being, is the “Curator;” the Librarian having the immediate charge of the Books, and other property, for which he is responsible to the Curator, and committee of non-commissioned Officers, having the management of the Library, and for which duty he is allowed to draw a *monthly* stipend of eight shilings, currency.

4.—The Institution is managed by a committee, of which the Serjeant Major, Quarter-master Serjeant. Pay-master ditto, one Serjeant, one Corporal, and one Private, of each company, members, who meet quarterly to audit the accounts, and transact the business generally of the Institution, sending their report thereon, addressed to the Commanding-officer, in the usual manner, the substance of which will be published in Regimental Orders, for general information.

5.—The subscriptions and all receipts will be paid into the Acting Paymaster’s hands by the Librarian, and the former will open a debtor and credit account with the Regimental Library, under this head.

6.—No books or newspapers to be permitted in the Library without the previous knowledge and sanction of the Curator, Committee, or Librarian therefor. (For Rules of the Institution, *vide* Library, Board of.)

## SERVANTS AND BATMEN TO OFFICERS.

1.—None but men of steady habits and good character can be employed as such, and applications must be made in writing to the Commanding-officer for permission to employ them.

2.—They are to be provided with a proper livery, and should their masters have occasion to dismiss



them, will state to the Commanding-officer, in writing, their reasons for so doing.

3.—They are to be in Barracks, and answer their names at tattoo or roll-call, after which they are not to leave them unless passed out by their masters, or possessing a written pass from them, stating the hour of return. Servants belonging to sick Officers are exemptions from parades during their master's illness.

4.—The regimental pattern for the livery of Officer's servants is a blue cloth coat, yellow and black striped waistcoat, and either dark cloth pantaloons, or short breeches, with drab gaiters, white stockings, and white cravat; undress—fustian jacket, waistcoat and trousers. Servants on all occasions of alarm of Fire, or otherwise, immediately repair to their masters' quarters and stables.

### SNOW-DRIFTS AND FATIGUES.

During snow-drifts neither non-commissioned Officers nor soldiers, more particularly after dark, are to leave Barracks, as they incur great risk by so doing. In turning out for "Snow Fatigues," the men wear their great-coats, winter mits, fur caps, boots, &c., and if they prefer it something warmer, such as worsted comforters round their necks. (*Vide* Par. 3 of "Officers commanding Parties or Detachments," page 17.)

### SPIRITS.

Neither soldiers, their wives, nor families, are permitted, at any time, or under any pretence whatever, to introduce spirits into Barracks.

### SENTRIES.

Their duties vary at the different Posts. (*Vide* Boards of Orders for each.)



## SQUAD BOOKS—FORM OF.

For directions respecting the form in which these books are to be kept, see Regimental Orders, dated 21st May, 1847, and containing the information required. (*Vide* page 57.)

## STAFF PARADE OF NON-COMMISSIONED OFFICERS, &c.

To be formed five minutes before sounding the general assembly for all parades, and previous to tattoo. Officers' servants and Pioneers, &c., will also parade for the Adjutant's inspection at general parades, and for Divine Service.

## TATTOO.

Men absent from, or late for, will be confined on their return to Barracks, but if sober and the absence *short*, they will be previously brought before the Officer on Regimental duty, who will, if he sees fit, release them.

## TRAFFICKING FORBIDDEN,

In any articles whatever, amongst the men themselves or with civilians, is strictly prohibited.

## VENTILATION.

Whenever the state of the weather permits, two or more windows, and occasionally all, in each room are to be opened, and kept so in order that a free circulation of air may pass through them.

## WOMEN—MARRIED.

1.—Those who misconduct themselves will be reported, and brought before the Commanding-officer in the Orderly-room; they are to be cleanly in every respect, and set a good example to their families; to be in Barracks nightly at tattoo, after which they are not to quit them except in cases of emergency.



2.—They should frequently attend Divine Service at their respective places of worship, and be assembled every Sunday morning before parade, neatly dressed, for the inspection of the Captain of the week at Fort Townshend, and at the out-posts by the Officers commanding there.

3.—Misconduct on their part, or neglect of these instructions, will, on representation to the Commanding-officer, subject the individual to punishment, by the deprivation of rations, &c., for a given period, confinement to or expulsion from Barracks. (*Vide* clause 17, under the head of “Captains or Officers commanding Companies.”)

### SQUAD ROLL BOOKS.

For directions respecting the form in which these Books are to be kept, see Regimental Orders, dated 21st May, 1847, and containing the information required, under the following heads:—

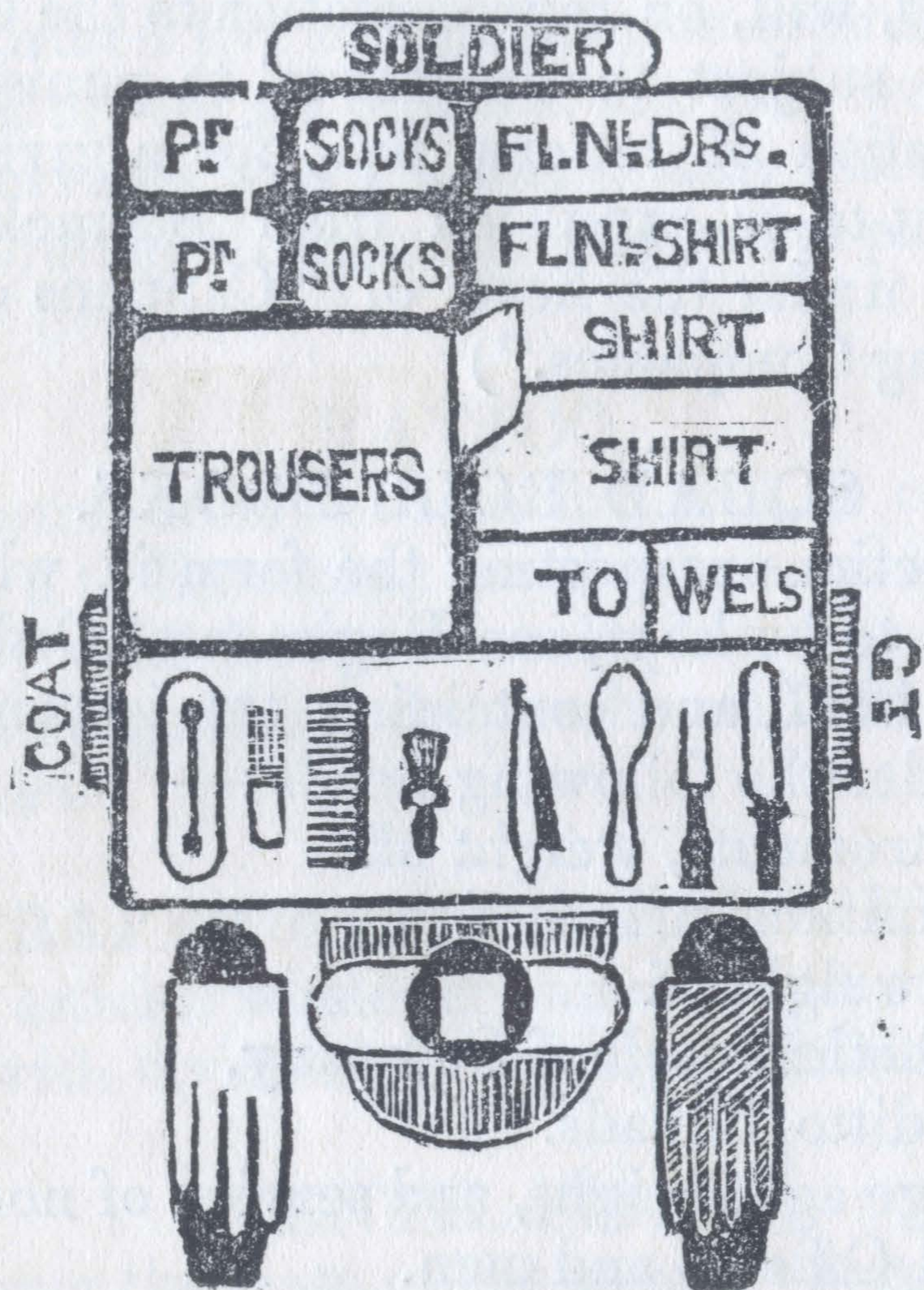
- 1.—Accoutrements, weight of.
- 2.—Ammunition, prices of.
- 3.—Arms, weight of.
- 4.—Alphabetical Roll of Company.
- 5.—Ditto ditto Squads.
- 6.—Average age, height, and service of non-commissioned Officers and men.
- 7.—Knapsack, packing of.
- 8.—Ditto, manner of putting on.
- 9.—Necessaries, list of.
- 10.—Ditto, inspection of, and laying out. (*Vide* page 58.)
- 11.—Musket, range of.
- 12.—Ditto, weight of.
- 13.—Questions, various.
- 14.—Winter Clothing.

15—Average age of the Corps.

16—do—height of do.



# FORM OF NECESSARIES WHEN LAID OUT FOR INSPECTION.





# APPENDIX

OF

## RETURNS, AND FORMS.



## FORM No. 1.

*Delivering over a Company to another Officer.*

FORT TOWNSHEND, [date].

Sir,—This is to certify that I have delivered over to Captain \_\_\_\_\_ the Arms, Ammunition, Books, Accounts, Clothing, &c., belonging to No. — Company, and that no claims from the Men exist, nor has Captain \_\_\_\_\_ any claim whatever upon me.

Lieut.-Col. LAW, K.H., } (Signed) \_\_\_\_\_  
 Commg. R.N.C. } Capt.

## FORM No. 2.

*On receiving over a Company from another Officer.*

FORT TOWNSHEND, [date].

Sir,—This is to certify that I have received over from Captain \_\_\_\_\_ the Arms, Ammunition, Books, Accounts, Clothing, &c., belonging to No. — Company, and that there are no complaints of the Men of the Company upon Captain \_\_\_\_\_, nor have I any against that Officer on said account.

Lieut.-Col. LAW, K.H., } (Signed) \_\_\_\_\_  
 Commg. R.N.C. } Capt.

## FORM No. 3.

*Ordinary Pass.*

The Bearer hereof, Private Thomas Atkins, No. 165, of Capt. \_\_\_\_\_'s Company, has permission to be absent from Barracks from 2 o'clock, P.M., until 11 o'clock this night.

(Signed) \_\_\_\_\_  
 Fort Townshend, , 1850.

## FORM No. 4.

*Fishing Pass.*

The Bearer hereof, Private Thomas Atkins, No. 165, of Capt. \_\_\_\_\_'s Company, has permission to be absent from Barracks from 4 o'clock on the morning of \_\_\_\_\_, 1850, until 9 o'clock the same night for the above purpose.

(Signed) \_\_\_\_\_  
 Fort Townshend, , 1850.

## FORM No. 5.

*Working Pass.*

The Bearer hereof, Private James Thompson, No. 741, of Captain \_\_\_\_\_'s Company, has permission to employ himself with Mr. Simson, of St. John's, from the 9th to the 24th \_\_\_\_\_, 1850, and to work in a canvass frock.

(Signed) \_\_\_\_\_  
 Fort Townshend, 8th August, 1850.



# FORM No. 6.

No. — COMPANY.

Acquittance Roll of Capt. — Company for the month of —, 1850.

| NUMBER. | REMARKS. | NAMES | DEBTS. |    |    | CREDIT. |    |    | I do hereby acknowledge to have received my pay <i>daily</i> from the Pay Serjeant, as also the residue balance thereof, and that my Company's Mess and Pay Sheet has been duly explained to me,* and that I have no claim or complaint of any description whatever to make, up to this date. |
|---------|----------|-------|--------|----|----|---------|----|----|---|
|         |          |       | £      | s. | d. | £       | s. | d. |   |
|         |          |       |        |    |    |         |    |    | * Single Men in Mess.   |

I certify upon honour that the above is a correct statement of the Debts and Credits of the Non-commissioned Officers, Drummers, and Privates of No. — Company under my command, and that they have severally received their balances in my presence, with the exception of those in Hospital and confinement; and further, have been paid in conformity with Regimental Orders, and are in possession of a small account book each, duly made up in pursuance of Regulations, and all demands for goods or supplies furnished to the Company during the past month have been liquidated, and that the Non-commissioned Officers and Men have no claims or demands on account of pay, clothing, &c., nor complaints of any description to offer; and further that all accounts with the Pay or Colour Serjeant of the Company have been duly settled up to the present date, as also that the Mess and Pay Sheet has been duly read and explained to them.

(Signed) \_\_\_\_\_



## FORM No. 7.

## REGIMENTAL.

*Daily State of Sick in Hospital, [date].*

| Remained. | Admitted. | Total. | Died. | Discharged. | Total. | Total remaining. | Sick Officers. | Diseases. |          |          |  |
|-----------|-----------|--------|-------|-------------|--------|------------------|----------------|-----------|----------|----------|--|
|           |           |        |       |             |        |                  |                | Rheum.    | Catarr A | Catarr C |  |
|           |           |        |       |             |        |                  |                | 1         | 2        | 1        |  |

(Signed)

\_\_\_\_\_  
*Surgeon, R.N.C.*

## FORM No. 8.

## REGIMENTAL.

*Weekly State of Sick in Hospital, , 185*

| Co. | Names. | Diseases. | When admitted. | Remarks. |
|-----|--------|-----------|----------------|----------|
|     |        |           |                |          |

*Sick Officers*

(Signed)

\_\_\_\_\_  
*Surgeon, R.N.C.*

## FORM No. 9.

*Report of the Captain of the Week.*

ST. JOHN'S, NEWFOUNDLAND, [date].

Sir,—As Captain of the Week I visited the Barracks and Cook-houses at the several Posts, as also the School, Tailor's, and Armourer's Shops, and found

No. 2.—I visited the Cells at Fort William, saw that they were clean, properly ventilated, and the management duly attended to ; the Prisoners had complaints.

No. 3.—I occasionally inspected the Dinners, Breakfasts, and Tea Messes of the Non-commissioned Officers and Men at the



several Posts, who sat down properly dressed; their meals appeared to be good in quality and sufficient in quantity, and complaints

No. 4.—I visited the Regimental Hospital, the wards of which were , the number of Patients who had complaints to offer, and ascertained that the Garrison Chaplain performed Divine Service for the Protestant soldiers in one of the wards on Friday last.

No. 5.—I visited the Guard-room at Fort Townshend, Cells, and Passage thereof, which I found , and Regimental Orders complied with.

No. 6.—I saw the Women and Children at this Post assembled on Sunday morning last, and that they were and dressed.

I have, &c.

(Signed) \_\_\_\_\_

Lieut.-Col. LAW, K.H., }  
Commg. R.N.C. }

#### FORM No. 10.

##### *Report of the Subaltern of the Regimental day.*

ST. JOHN'S, NEWFOUNDLAND, [date].

Sir,— At o'clock yesterday I visited the Cook-houses, saw that the boilers were clean and prepared for the Messes, the Potatoes were

No. 2.—At o'clock I visited the Dinner Messes, found all present; complaints [if any exist, or absentees, they will be here stated].

No. 3.—At o'clock I visited the Hospital, number of sick ; the patients had complaints to offer. I visited Fort William at o'clock, as also the Cells there, found all clean, regular, and well ventilated.

No. 4.—I attended afternoon parade at o'clock.

No. 5.—At Tattoo I inspected the Picquet, visited the Prisoners sentenced to hard labour at Fort Townshend, and saw they were duly secured, who had complaints.

No. 6.—I collected the Tattoo Reports in the several Barrack Rooms, found all present [or otherwise], and ascertained that fires and lights were extinguished and the precautionary measures against fire adopted throughout.

No. 7.—I visited the Main and Regimental Guard at o'clock by day, and at o'clock by night, found it alert and all regular.



No. 8.—At o'clock this morning I inspected the Breakfast Messes, found all present, and no complaints.

I have, &c., (Signed) \_\_\_\_\_

Lieut.-Col. LAW, K.H., }  
Commg. R.N.C. }

N.B.—When the Guards mount before breakfast hour on Sunday morning, the Officer coming on duty will visit the Breakfasts on Sunday and Monday mornings, and report accordingly.

### FORM No. 11.

#### *Subaltern's Weekly Report of the Fort William Party.*

FORT WILLIAM, [date].

Sir,—I beg leave to report that I visited the several Barrack Rooms at this Post frequently during the past week, found them and in order; the Men's breakfasts, dinners, and evening meals were good, sufficient in quantity, and complaints.

No. 2.—I received the Tattoo Reports nightly, and ascertained from the Acting Staff Serjeant that the fires and lights were extinguished, the precautionary measures adopted against fire.

No. 3.—The daily parades as ordered have taken place.

No. 4.—I occasionally visited the Armourer's and Tailor's shops during the past week, and found all regular.

I have, &c., (Signed) \_\_\_\_\_

Lieut.-Col. LAW, K.H., }  
Commg. R.N.C. }

### FORM No. 12.

#### *Subaltern Officer's Report, Signal Hill Party—Weekly.*

ST. JOHN'S, NEWFOUNDLAND, [date].

Sir,—I beg leave to report that I visited the several Barrack Rooms, Passages, and School-room at this Post daily during the past week, and found them and in order.

No. 2.—I received the Tattoo Reports nightly from the Acting Staff Serjeant, and ascertained that the fires and lights were extinguished, as also that the precautionary measures against fire were adopted.

No. 3.—I attended, on the days of issue, to the distribution and weighing of the Meat.

No. 4.—The parades ordered daily have been complied with.

No. 5.—I frequently examined the Out-houses, and found them, and in order.

No. 6.—The whole of the Women and Children were assembled this morning, whom I found clean and neatly dressed.



No. 7.—I visited the Dinners of the married families this day, which appeared to be good and in sufficient quantity.

Lieut.-Col. LAW, K.H., } I have, &c.,  
Commg. R.N.C. } (Signed) \_\_\_\_\_

### FORM No. 13.

#### *Certificate Sweeping Chimnies—Officer's.*

FORT TOWNSHEND, [date].

I do hereby certify that the Chimney of the Room occupied by me in Barracks has been swept by the Contractor employed for the purpose, periodically during the past month.

Lieut.-Col. LAW, K.H., } (Signed) \_\_\_\_\_  
Commg. R.N.C. }

### FORM No. 14.

#### *Certificate Sweeping Chimnies—Soldiers.*

FORT TOWNSHEND, [date].

I certify that the Chimnies of the different Barrack Rooms of the Company under my command at this Post have been duly swept by the Contractor employed for that purpose, periodically during the past month.

Lieut.-Col. LAW, K.H., } (Signed) \_\_\_\_\_  
Commg. R.N.C. }

### FORM No. 15.

#### *Church Parade State of the Regimental Schcol, R.N. Companies.*

SIGNAL HILL, [date].

| Distribution.  | Present on Parade. |         |        | Of what Persua-<br>sion. |            |        | Absent.     |                |        | Sick. | Dirty. | Attending School. |          |         |        |
|----------------|--------------------|---------|--------|--------------------------|------------|--------|-------------|----------------|--------|-------|--------|-------------------|----------|---------|--------|
|                | Male.              | Female. | Total. | Protest.                 | Catholics. | Total. | With leave. | Without leave. | Total. |       |        | Males.            | Females. | Adults. | Total. |
| Fort Townsh'd. |                    |         |        |                          |            |        |             |                |        |       |        |                   |          |         |        |
| " William      |                    |         |        |                          |            |        |             |                |        |       |        |                   |          |         |        |
| Signal Hill .. |                    |         |        |                          |            |        |             |                |        |       |        |                   |          |         |        |
| Totals..       |                    |         |        |                          |            |        |             |                |        |       |        |                   |          |         |        |

N. B.—Visited last by the Gar- } (Signed) \_\_\_\_\_  
rison Chaplain, [date]. } *School-master Serjeant.*



## FORM No. 16.

*Weekly Report of Regimental Prisoners, sentenced hard labour.*  
FORT TOWNSHEND, [date].

| Numbers. | Names.       | Company. | When confined. | Sentence. | Sentence expires. | How employed. |          |            |           |         |           | Remarks. |
|----------|--------------|----------|----------------|-----------|-------------------|---------------|----------|------------|-----------|---------|-----------|----------|
|          |              |          |                |           |                   | Monday.       | Tuesday. | Wednesday. | Thursday. | Friday. | Saturday. |          |
| 1        | Thos. Atkins | 2        |                |           |                   |               |          |            |           |         |           |          |

I certify the Regimental Orders and Instructions respecting the care, custody, and employment of the Regimental Prisoners, whose names are herein mentioned, have been implicitly fulfilled.  
Lieut.-Col. LAW, K.H., } (Signed)  
Commg. R.N.C. } J. G., *Provost Serjeant.*

## FORM No. 17.

*Report of Work performed in the Shoemaker's, Tailor's, or Armourer's Shops during the past month, [date].*

| Name of the workman. | Name of the employer. | Description of work performed |
|----------------------|-----------------------|-------------------------------|
|                      |                       |                               |

(Signed) \_\_\_\_\_

## FORM No. 18.

*Weekly Band Practice Report.*

FORT TOWNSHEND, [date].

| Days.         | Description of Practice.   |                                   |
|---------------|----------------------------|-----------------------------------|
|               | Morning { class<br>ditto } | Afternoon { Full Field<br>Band. } |
| Monday ....   | Pieces .....               | Marches, &c.—Field Band.          |
| Tuesday ....  | Overture .....             | Airs,—Brass ditto.                |
| Wednesday ..  | Quick Steps, &c...         | Polkas, Waltzes, & Quad.do.       |
| Thursday .... |                            |                                   |
| Friday .....  |                            |                                   |
| Saturday .... |                            |                                   |

(Signed) \_\_\_\_\_

Band Serjeant.



# FORM No. 19.

No. — COMPANY.

Report of Target Practice which took place on the      day of      1850.      [date.]

| Number. | Rank and Names.   | Distance. |        |       |         |        |       |         |        |       |         |        |       |         |        |       | Total Hits. | Total misses. | No. of rounds. | Remarks. |
|---------|-------------------|-----------|--------|-------|---------|--------|-------|---------|--------|-------|---------|--------|-------|---------|--------|-------|-------------|---------------|----------------|----------|
|         |                   | 80 yards  |        |       | 100 yds |        |       | 110 yds |        |       | 120 yds |        |       | 130 yds |        |       |             |               |                |          |
|         |                   | Upper     | Centre | Lower | Upper   | Centre | Lower | Upper   | Centre | Lower | Upper   | Centre | Lower | Upper   | Centre | Lower |             |               |                |          |
| 1       | Serjnt. T. Atkins | ..        | ..     | 1     | ..      | 1      | ..    | ..      | ..     | ..    | ..      | 2      | 1     | ..      | 1      | 6     | 4           | 10            |                |          |
| Total.. |                   |           |        |       |         |        |       |         |        |       |         |        |       |         |        |       |             |               |                |          |

(Signed)

\_\_\_\_\_  
Commanding the Company.



## FORM No. 20.

No. — COMPANY.

*Return of a Man entitled to wear  
with pay.**Good-conduct Badges,  
[date.]*

| Regimental No. | Rank and Names.    | Length of Service to — |         | No. of Badges<br>now claimed,<br>or already in<br>possession of. | Remarks<br>by the<br>Adjutant |
|----------------|--------------------|------------------------|---------|--|-------------------------------|
|                |                    | Years.                 | Months. |  |                               |
| 415            | Corpl. Chas. Floyd | 13                     | 5       | 2  |                               |

(Signed)

\_\_\_\_\_  
*Commanding the Company.*

## FORM No. 21.

No. — COMPANY.

*Claim of Men for restoration of Good-conduct Badges, with  
or without pay. [date.]*

| Regtl. No. | Rank and Names. | Date<br>when<br>deprived. | When<br>entitled. | In pos-<br>session of. | Remarks. |
|------------|-----------------|---------------------------|-------------------|------------------------|----------|
|            |                 |                           |                   |                        |          |

(Signed)

\_\_\_\_\_  
*Commanding the Company.*

## FORM No. 22.

No. — COMPANY.

*List of Men confined and disposed of during the past week.  
[date.]*

| No. | Names. | Date of crime. | Crimes | Punishment<br>awarded. |
|-----|--------|----------------|--------|------------------------|
|     |        |                |        |                        |

(Signed)

\_\_\_\_\_  
*Commanding the Company.*



## FORM No. 23.

Monthly Pay List of No. —, or Capt. —'s Company from 1st  
to 31st , 1850. [date.]

| Regimental No.                                      | Rank. | Names.      | Days for which pay is charged. | Rate $\pounds$ diem. | Amount |    |    | No. of days subsisted in confinement. | Stop-<br>page. |              | Remarks explanatory of broken periods, and whether the rates include good conduct or additional pay. |
|---|-------|-------------|--------------------------------|----------------------|--------|----|----|---------------------------------------|----------------|--------------|--|
|   |       |             |                                |                      | £      | s. | d. |                                       | Hospital.      | Liquor money |  |
| 729   | Prvt  | Ths. Atkins |                                |                      |        |    |    |                                       |                |              |  |
| Add 13 days' subsistence, at 6d. per diem . . . . . |       |             |                                |                      | 1      | 16 | 6  |                                       |                |              |  |
| Deduct { 7 days' Hospital, at 4d—2s. 4d.            |       |             |                                |                      | 2      | 9  | 0  |                                       |                |              |  |
| { 18 do. Liquor money, at 1d—1s 6d                  |       |             |                                |                      | 0      | 3  | 10 |                                       |                |              |  |
|   |       |             |                                |                      | 2      | 5  | 2  |                                       |                |              |  |

(Signed) \_\_\_\_\_ Commanding the Company.

## FORM No. 24.

No. — COMPANY.

Casualty Return of the above Company.

[date, last of every month.]

| No. | Regtl. No. | Rank. | Names. | Nature of casualty. | Remarks. |
|-----|------------|-------|--------|---------------------|----------|
|     |            |       |        |                     |          |
|     |            |       |        |                     |          |
|     |            |       |        |                     |          |

I do certify that the above Return is correct in every respect.

(Signed)

For the Orderly Room, and }  
Acting Pay-master.

\_\_\_\_\_ Commanding the Company.



## FORM No. 25.

*Police Serjeant's Report.*

FORT TOWNSHEND, [date.]

Sir,—I hereby certify, for the information of the Commanding Officer, that, as Serjeant on Police duty yesterday, I visited the Town, &c., and in every respect performed the duty according to instructions laid down for my guidance.

(Signed)

The Adjutant, R. N. C.

*Serjeant, R. N. Com.*

N.B.—Nothing to report (or as the case may be).

## FORM No. 26.

*Acquittance Roll of Detachment Royal Newfoundland Companies  
stationed at Harbour Grace, from 1st to , 1850.*

| Number. | Rank. | Names.       | Debts. |    |    | Credits. |    |    | Remarks.  |
|---------|-------|--------------|--------|----|----|----------|----|----|---|
|         |       |              | £      | s. | d. | £        | s. | d. |   |
| 1       | Crpl. | John Jackson |        |    |    | 2        | 1  |    | <p>I do hereby acknowledge to have received my pay daily from the pay Serjeant as also the residue balance thereof, and that my Company's Mess and Pay Sheet has been duly explained to me, and that I have no claim nor complaint of any description whatever to make up to this date.</p> <p>(Signed)<br/>John Jackson.</p> |

I certify, upon honour, that the above is a correct statement of the Debts and Credits of the Non-commissioned Officers, Drummers, and Privates of the Detachment under my command; that they severally received their balance in my presence, with the exception of those in confinement and Hospital, and further have been paid in conformity with Regimental Orders, and are in possession of a small account book each, duly made up in pursuance of Regulations; and further, all demands for goods or supplies furnished to the Detachment during the past month have been liquidated, and that the Non-commissioned Officers and Men have no claims nor demands whatever on account of clothing, &c., nor complaints of any description whatever to offer.

Lieut.-Col. LAW, K.H.,  
Commg. R.N.C. }

(Signed)

*Commanding Detachment.*



## FORM No. 27.

*Return of Non-commissioned Officers and Men of Detachment  
Royal Newfoundland Companies stationed at Harbour Grace,  
reported Sick, with their Diseases, date of Admission and  
Discharge, from 1st to , 1850.*

| No. | Rank &<br>Names. | Comps. | Diseases. | Date of<br>admission. | Date of<br>discharge | Whether subject<br>to any and what<br>stoppages during<br>that time. | Remarks. |
|-----|------------------|--------|-----------|-----------------------|----------------------|--|----------|
|     |                  |        |           |                       |                      |  |          |

Lieut.-Col. R. LAW, K.H., } (Signed)  
Commg. R.N.C. } \_\_\_\_\_ Com. Detachment.

## FORM No. 28.

*Diary of Detachment Royal Newfoundland Companies station-  
ed at Harbour Grace, from 1st to , 1850.*

| Days<br>of the<br>Week. | Strength of<br>Detachment. |            |            |           |           | Patrols<br>sent out.                |                                     | Number of Sick. | Number of Prisoners. | Number of Men at pun-<br>ishment drill. | Remarks. |
|-------------------------|----------------------------|------------|------------|-----------|-----------|-------------------------------------|-------------------------------------|-----------------|----------------------|---|----------|
|                         | Subaltern.                 | Serjeants. | Corporals. | Drummers. | Privates. | Duties performed in<br>the morning. | Duties performed in<br>the evening. |                 |                      |   |          |
|                         |                            |            |            |           |           |                                     |                                     | By day.         | By night.            |   |          |
| 1<br>to<br>31           |                            |            |            |           |           |                                     |                                     |                 |                      |   |          |

I certify that all Orders received from the Head Quarters of the Corps during the preceding month have been read and explained to the Men of this Detachment, and strictly attended to; the ammunition and copper caps in the Men's pouches were inspected daily; the arms, packs, accoutrements, clothing, &c., have been arranged in conformity with Regimental Orders of the 19th March, 1843, and further that the above is a correct statement of all the duties performed during the month.

Lieut.-Col. R. LAW, K.H., } (Signed)  
Commg. R. N. C. } \_\_\_\_\_ Com. Detachment.



FORM No. 29.

*Monthly State of Detachment Royal Newfoundland Companies, stationed at Harbour Grace, from 1st to , 1850.*

| Station.               | Officer Commanding. | N. com.offi-<br>cers, Rank<br>and File. | Fit for duty. | Sick. | Casualties. | Total. | Remarks. |
|------------------------|---------------------|---|---------------|-------|-------------|--------|----------|
|                        |                     |   |               |       |             |        |          |
| Harbour Grace          | Lt. —               | Officers.                               |               |       |             |        |          |
|                        |                     | Serjeants.                              |               |       |             |        |          |
|                        |                     | Corporals.                              |               |       |             |        |          |
|                        |                     | Drummers.                               |               |       |             |        |          |
|                        |                     | Privates.                               |               |       |             |        |          |
|                        |                     | Serjeants.                              |               |       |             |        |          |
|                        |                     | Corporals.                              |               |       |             |        |          |
|                        |                     | Drummers.                               |               |       |             |        |          |
|                        |                     | Privates.                               |               |       |             |        |          |
|                        |                     | Serjeants.                              |               |       |             |        |          |
|                        |                     | Corporals.                              |               |       |             |        |          |
|                        |                     | Drummers.                               |               |       |             |        |          |
|                        |                     | Privates.                               |               |       |             |        |          |
|                        |                     | Died.                                   |               |       |             |        |          |
|                        |                     | Deserted.                               |               |       |             |        |          |
|                        |                     | Transferred.                            |               |       |             |        |          |
| Sent to Head Quarters. |                     |   |               |       |             |        |          |
| Serjeants.             |                     |   |               |       |             |        |          |
| Corporals.             |                     |   |               |       |             |        |          |
| Drummers.              |                     |   |               |       |             |        |          |
| Privates.              |                     |   |               |       |             |        |          |

(Signed)

Lieut.-Col. LAW, K.H., }  
Commg. R.N.C.

*Commanding Detachment.*



## FORM No. 30.

*Nominal List of Detachment Royal Newfoundland Companies  
stationed at Harbour Grace, from 1st to , 1850.*

| No. | Regmntl.<br>No. | Rank.    | Names.        | Remarks. |
|-----|-----------------|----------|---------------|----------|
| 1   | 327             | Corporal | George Thomas |          |
| 2   | 654             | Private  | John Jones    |          |

Lieut.-Col. LAW, K.H., } (Signed) \_\_\_\_\_  
Commg. R.N.C. } *Commanding Detachment.*

## FORM No. 31.

*Winter and Ankle Boots, approved charges—Shoemaker's work.*

| Description of Repairs.                                  | Shoe-<br>maker's<br>Price. | Remarks. |
|--|----------------------------|----------|
|  | s. d.                      |          |
| Pair of new Winter Boots.....                            | 15 0                       |          |
| Pair of new Ankle ditto.....                             | 11 0                       |          |
| Soleing, heeling, and welting..                          | 3 6                        |          |
| Bottoming .....  | 6 0                        |          |
| Soleing and heeling .....                                | 3 0                        |          |
| Ditto and welting .....                                  | 3 0                        |          |
| Half soleing .....                                       | 2 6                        |          |
| Ditto ditto, and heeling, vamp-<br>ing and welting ..... | 5 6                        |          |
| Vamping and bottoming .....                              | 8 0                        |          |
| Patching .....   | 0 3                        |          |
| Heeling .....  | 0 6½                       |          |
| Pieceing .....   | 0 7                        |          |

N.B.—The above prices are in Currency money.

## FORM No. 32.

*Prices to be charged by the Master Tailor.*

|   | Master. | Work-<br>man. | Total.  |
|---|---------|---------------|---------|
| <i>Officers:</i>                                |         |               |         |
| Making a Dress Coatee.....                      | 2s. 0d. | 6s. 6d.       | 8s. 6d. |
| Turning ditto ditto.....                        | 2 0     | 7 0           | 9 0     |
| Making a Regimental Grey }<br>Winter Coat ..... | 1 6     | 5 6           | 7 0     |
| Turning ditto....                               | 2 0     | 6 6           | 8 6     |



**FORM No. 32.—(Continued.)**  
*Prices to be charged by the Master Tailor.*

|   | Master. | Work-<br>man. | Total. |
|---|---------|---------------|--------|
| <i>Officers :</i>   |         |               |        |
| Making a Waistcoat.....   | 0 6     | 1 6           | 2 0    |
| Ditto a pair of Regimental }<br>Trousers .....                    | 0 6     | 2 0           | 2 6    |
| Ditto a Forage Cap.....   | 1 0     | 2 0           | 3 0    |
| Ditto a Shell Jacket.....   | 1 6     | 3 6           | 5 0    |
| Turning ditto.....  | 1 6     | 4 0           | 5 6    |
| <i>Serjeants, Rank and File :</i>                                 |         |               |        |
| Making Serjeant's Jacket out }<br>of old Coatee.....              | 1 0     | 1 6           | 2 6    |
| Making a Fatigue Jacket out }<br>of an old Coatee(rank & file) }  | 0 3     | 1 0           | 1 3    |
| Cutting out and making Sum- }<br>mer Angola Trousers .... }       | 0 2     | 0 8           | 0 10   |
| New Facings, Collar and Cuffs }<br>to Coatees and Shell Jackets } | 1 0     | 0 6           | 1 6    |
| Altering Lace of Coatees to Re- }<br>gimental pattern..... }      | 0 2     | 0 10          | 1 0    |
| Setting up Forage Caps.....                                       | 0 3½    | 0 1½          | 0 5    |

**FORM No. 33.**  
*Label for Doors.*

|   |       |
|---|-------|
| <i>Non-commissioned Officers.</i>       |       |
| Serjeant                                | _____ |
| Corporal                                | _____ |
| <i>Men wearing Good-conduct Badges.</i> |       |
| _____                                   | 1     |
| _____                                   | 2     |
| _____                                   | 3     |

|  |                      |                         |
|--|----------------------|-------------------------|
| No. _____, or Captain _____'s Company. |                      |                         |
| <i>No. of Men.</i>                     | <i>No. of Women.</i> | <i>No. of Children.</i> |
| _____                                  | _____                | _____                   |

(Signed)

\_\_\_\_\_ *Serjeant in charge.*



## FORM No. 34.

## REGIMENTAL SCHOOL,

*Account of Work received and executed during the past Month, 1st* , 1850.

| Descrip-<br>of Work<br>received. | Plain<br>work per-<br>formed. | At what rate | Knitting<br>performed. | By whom<br>sent.       | Amount<br>paid.     | To whom<br>distributed.                 | Paid to<br>Maker.                    | Paid to<br>fund. | Signature of acknowledgment, |
|----------------------------------|-------------------------------|--------------|------------------------|------------------------|---------------------|---|--------------------------------------|------------------|------------------------------|
| 8 shirts<br>2 lbs. yarn          | 8 shirts                      | 1 s          | 4 pairs<br>of socks    | Mrs. A<br>Colr. Ser. B | s. d.<br>8 0<br>4 6 | Emily Woods<br>Jane Baker<br>Ellen Pugh | s. d. s. d.<br>3 4<br>3 4 2 6<br>3 4 |                  | signed Emily Woods.          |

One-fifth of the proceeds of the  
work to be paid into School  
Fund. }

(Signed)

\_\_\_\_\_  
Schoolmistress.



FORM No. 35.  
*Sick Report,* [date].

| Regmntl.<br>No. | Name.              | Age. | Remarks.               |
|-----------------|--------------------|------|------------------------|
| 415             | * Private John Day | 27   | * Regimental prisoner. |
| 612             | " Geo. Jones       | 29   |                        |

(Signed) \_\_\_\_\_

*Corporal R. N. C.*

FORM No. 36.  
*Defaulter's Report for the week ending* , 1850.

| Number. | Names. | Companies. | Sentence. | Period of confinement to Barracks. |    | Days on which the drills were performed. |         |           |          |        |          | No. of drills performed | No. of drills to perform | Remarks. |
|---------|--------|------------|-----------|------------------------------------|----|--|---------|-----------|----------|--------|----------|-------------------------|--------------------------|----------|
|         |        |            |           | From                               | To | Monday                                   | Tuesday | Wednesday | Thursday | Friday | Saturday |                         |                          |          |
|         |        |            |           |                                    |    |  |         |           |          |        |          |                         |                          |          |

I certify that the number of Drills marked opposite their respective names have been strictly carried into effect.

N.B.—The men undergoing sentence of Confinement to Barracks have not been employed as Room Orderly or any such Company's duty whatever.

(Signed) \_\_\_\_\_

*Corporal, R. N. C.*



















